



PARK HOUSE SCHOOL

RECRUITMENT PACK



Proud to be part of the

GREENSHAW
LEARNING TRUST



Park House School,
Andover Road,
Newbury, RG14 6NQ



PARK HOUSE SCHOOL

Telephone: 01635 573911

Email: office@parkhouseschool.org

Dear candidate

Thank you for your interest in the role of **Catering Manager** at Park House School. We are proud members of the Greenshaw Learning Trust since 1st September 2022, a 'family' of like-minded schools, that collaborate to provide mutual support, share their good practice and learn from each other, whilst retaining and developing our own distinctive character.

The Trust is a vibrant and forward-thinking community of teachers, support staff and learners committed to educating the 'whole child' to improve life chances, whilst securing the best possible outcomes for students. We encourage all young people to work hard and make the most of the opportunities they are given. Our amazing team of teachers and support staff themselves demonstrate and encourage a lifelong love of learning, both within and beyond our curriculum.

As one of the highest performing multi-academy trusts in the country, we currently have schools across South London, Berkshire, Surrey, Gloucestershire and South Gloucestershire, and Plymouth. We are continuing to grow and have further schools joining us on a regular basis.

We strive to be an inclusive and diverse employer and we encourage applications from underrepresented demographics. We recognise the need to achieve a good work-life balance and encourage discussions regarding flexible working across our schools and Shared Service teams. We aim to create the conditions under which our colleagues are able to thrive and to deliver exceptional work for the young people and communities which we serve. To get a feel of life at Greenshaw Learning Trust, please download our 'Why you should work for GLT' recruitment brochure on our jobs portal.

Park House School is committed to safeguarding and promoting the welfare of children and young people, therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

The school website provides a clear picture of our aspirations and our vision: however, please do not hesitate to contact us to seek further information via email to office@parkhouseschool.org. We very much look forward to receiving applications from candidates whose personal qualities, values and experiences support and reflect ours.



Yours sincerely

James King, Headteacher

ABOUT OUR SCHOOL

At Park House School, we have built our ethos on a strong set of core values which underpin everything that we do - Work Hard, Be Kind, Take responsibility. Our aim is to give students at Park House School a better chance of success than if they attended any other school in the country.

We are based in Newbury in Berkshire which in itself is in a beautiful area of the country and provides good access to Oxford and London. The area we serve is diverse, and therefore our catchment and students offer a range of expectations and challenges, being able to drive ambitions is key. Our ambition for our students to have the best chance of success is central to our drive and vision. This is best evidenced by our incredible results in the summer exams of 2023 and 2024. Whilst the nation's results plummeted back to pre-pandemic levels, Park House has had two years of significant improvements and in 2024 attained their best results ever at both GCSE and A-Level. Furthermore, the school has attained the highest grades at both GCSE and A-Level in West Berkshire. Progress 8 is again well above the national average this year at +0.6.

Working hard, Being Kind, and Taking responsibility underpin the standards that all staff and students work to meet every day, and run through all aspects of school life.

Work Hard

We all strive to work hard, and have a strong desire and determination to achieve success. We believe there are no limits to what can be achieved. We do what it takes for as long as it takes. In other words, we go for it every day, and ensure that every minute of every lesson counts!

Be Kind

We endeavour to remain polite and courteous to each other at all times, in all aspects of school life. Kindness is vital to ensure we create a friendly working environment for both staff and students, and to maintain a sense of togetherness and joy within the school at all times.

Take Responsibility

Taking responsibility involves understanding the obligation to fulfill duties, make good choices, and accept accountability for actions. We foster responsibility by teaching students to take ownership of their learning, be independent, and understand the impact of their choices on themselves and others.

TERMS AND CONDITIONS

CONTRACT

Permanent

SALARY

Salary calculated in line with NJC pay scale, points 24-28, £35,412 to £39,152 per annum (Actual salary £31,683 to £35,029 per annum pro-rated). Starting salary and pay points will be aligned with relevant regional NJC spine on appointment, dependent on the location of the postholder.

HOURS OF WORK

- 37 hours per week. Term time, INSET days plus 1 week (46.652 working weeks).
- Typical working pattern: Monday to Thursday 7:00am to 3:00pm, Friday 7:00am-2:30pm, with an unpaid break of 30 minutes.
- Flexibility to work outside of normal working hours may be required.

PLACE OF WORK

Park House School, Andover Road, Newbury, RG14 6NQ.

PENSION SCHEME

Under the Social Security Act 1986 the post holder has the right to make their own pension arrangements. They may choose to contribute to the Local Government Pension Scheme (LGPS) or a Personal Pension Scheme. Details of the Local Government Pension Scheme are available at: <https://www.lgpsmember.org>

HOLIDAY ENTITLEMENT

The postholder will be paid an enhancement for holiday pay, which is included in the salary details above.

PROBATION PERIOD

New employees are required to complete a six-month probationary period.

STATUTORY CHECKS

All employment offers are made subject to checks in line with Government guidance (some of which are dependent upon the role/individual). These include: online checks, evidence of identity and right to work in the UK, an enhanced Disclosure and Barring Service check, overseas criminal record check if the successful candidate has worked or resided overseas in the last five years, confirmation of a satisfactory medical report, satisfactory references, evidence of qualifications, DfE teaching/management barred list check.

JOB DESCRIPTION

Post:	Catering Manager
Responsible to:	Regional Catering Manager
Responsible for:	Catering Assistants

ROLE OVERVIEW

This is an excellent opportunity for a committed person to join a forward-looking school and a dynamic community.

You'll oversee the day-to-day operations of the brand new kitchen facility, ensuring adherence to hygiene, safety, and food quality standards. As an experienced team manager, you'll foster a positive and collaborative work environment, encouraging teamwork and professional development.

Collaboration with the Regional Catering Manager is key, to develop well-balanced and nutritious menus that meet the dietary needs of our secondary school students. You will also assist with the monitoring of the budget for the kitchen, ensuring cost-effective operations while maintaining high-quality food standards.

This is a hands-on role and will require day-to-day cooking.

MAIN DUTIES AND RESPONSIBILITY

- To be responsible for the day-to-day management and running of the Catering Department.
- Have a comprehensive understanding of the Catering Department finances in order to track food costs and sales trends, as well as profit margins.
- Ensure that the Catering Department meets all financial targets as set by the Regional Manager and Head of Catering.
- Provide monthly finance reports and any other necessary reports to the Regional Catering Manager.
- Ensure compliance with all statutory requirements in respect of finance, hygiene, health & safety, school policies, procedures and regulations, and Catering Services Codes of Practice policies and procedures.
- Responsible for the day to day management of the school's cashless catering system, including maintaining the system by adding/editing student and staff information, logging internet payments, monitoring free school meal allowances and completing end of year processes.
- Work together with the Regional Catering Manager on the implementation of new, distinctive and nutritionally balanced food menus, including theme days and sales promotions.
- Demonstrate a level of practical food knowledge, incorporating both contemporary and traditional food.
- Manage the Catering Assistants to develop a strong team that works effectively
- Train and empower the catering team to produce and deliver food and service to a high standard.
- Inspire and motivate the Catering Assistant when training and coaching, by demonstrating excellent teamwork, motivational and interpersonal skills.
- Proactively seek information from staff and students on new initiatives that would add to the School's food experience.
- Manage catering for all school events, during the school day and occasional evening duties.

- Proactively enhance the reputation of the Catering Department as a key area for all in food production and service.

KEY CONTACTS

- Daily interaction with students, support staff and teaching staff.
- Contact with visitors, suppliers and external contractors.

OTHER JOB REQUIREMENTS

Decision making & Problem solving

- Determining any action to be taken arising from issues arising with equipment and stock. Identification of health and safety hazards and other deficiencies in the Kitchen.

Physical effort:

- There will be some lifting and movement of resources/food and equipment. Site Assistants are available for heavier, specialist and distance movement.

Working Environment:

- Cleaning and maintenance duties may involve dealing chemicals, sweeping, mopping and lifting heavy items. Manual Handling and duty specific training is provided.
- Use of kitchen cleaning and cooking appliances.
- Protective clothing will be provided.

Team Management:

- Identify and address individual and team training and development needs.
- Ensure new team members are fully inducted to include health and safety and fire safety requirements.

GENERAL DUTIES

- Participate in school initiatives where every person is expected to contribute to the learner's progress.
- Participate in the school's professional learning programme as agreed.
- Play a full part in the life of the school community, supporting its distinctive mission and ethos, and encouraging and ensuring staff, pupils and students adhere to school expectations.
- Such other duties may be reasonably allocated by your line manager or Headteacher.

SAFEGUARDING

- Be keenly aware of the responsibility for safeguarding children and to help in the application of the Safeguarding Policy within the school.
- Comply with the school's Safeguarding Policy to ensure the welfare of children and young persons.
- Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment.

The duties and responsibilities in this job description are not restrictive and you may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

PERSON SPECIFICATION

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples, within their application.

	Essential	Desirable
Qualifications, training and experience		
City & Guilds 706 1 & 2 or equivalent.	x	
Intermediate Food Hygiene & Safety or equivalent (Diploma desirable).	x	
Full UK driving licence		x
Experience and knowledge		
Team management experience.	x	
Experience of catering within a school environment		x
Experience in working with online administration systems including entering sales, purchasing, ordering data.	x	
Experience of successfully managing the financial operation of a catering department.	x	
Sound knowledge of Hazard Analysis and Critical Control Point (HACCP) & Control of Substances Hazardous to Health (COSHH).	x	
Knowledge of food intolerances, specific diet regimes and allergies.	x	
Demonstrable experience of catering for large numbers.	x	
Proven track record/experience of working with fresh food.	x	
Knowledge of current culinary trends.		x
Personal, Professional Qualities and Attributes		
A real hands on foodie who has exceptional management, organisational and inter-personal skills.	x	
A passion for delivering great food and attention to detail ensuring that every dish leaves the diner satisfied.	x	
Display a creative and confident approach to cooking.	x	
Ability to pro-actively evaluate, review, report and develop the food offer to ensure overall financial viability.	x	
Ability to maintain a positive and professional demeanour under pressure.	x	
Work in an organised way with excellent attention to detail.	x	

Ability to establish positive relationships and work collaboratively as part of a team.	x	
Ability to identify, act upon and resolve issues.	x	
Demonstrate good interpersonal skills with the ability to deal sensitively with people and resolve conflicts.	x	
ICT skills.	x	
Commitment to working within the School's Safeguarding Policy and Procedures.	x	
Commitment to high standards and expectations.	x	
Additional Requirements		
A flexible approach to working hours.	x	
Sound financial acumen.	x	
Sensitivity to the range of needs and difficulties that young people experience.	x	
Self starting, able to work on your own initiative and accept accountability.	x	
Ability to react quickly to changing priorities.	x	

THE RECRUITMENT PROCESS

APPLICATION

To apply for a vacancy, please register for an online account and complete the online application form on the GLT website. In the application form you should demonstrate how you meet the requirements set out in the person specification. Include specific examples which support your application. You will have the opportunity to upload additional documents in support of your application if required.

Please ensure you enter your correct email address when registering for your online account. This is the email address we will use to contact you about your application.

Applications must be received no later than 11.59pm on **Thursday 27th August 2026**. Applications received after this date will not be considered. We reserve the right to interview candidates as applications are received and close the advert prior to the closing date should an appointment be made.

INTERVIEW PROCESS

Interviews will be held **Tuesday 1st September 2026**. Shortlisted applicants will be invited by email to attend an interview. References may be taken up after shortlisting. Please indicate on your application form if you are happy for us to do so. As part of your interview, you may be asked to undertake a practical test related to the knowledge and abilities in the person specification.

TAKING UP POST

The successful applicant will take up the post **as soon as possible**.



GREENSHAW LEARNING TRUST



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