

Primary

Academy  
Transformation  
Trust

Catering Supervisor

# Application Pack

Ravens Academy  
Clacton-On-Sea, Essex  
CO16 8TZ

# Contents

<b>01</b>	Welcome from the Chief Executive	Page 3
<b>02</b>	About Academy Transformation Trust	Page 4
<b>03</b>	Academy Information	Page 6
<b>04</b>	Job Description	Page 7
<b>05</b>	Person Specification	Page 9
<b>06</b>	Onboarding	Page 10
<b>07</b>	ATT Institute Information	Page 11
<b>08</b>	How to Apply	Page 12

# 01. Welcome from the CEO

## Welcome from the Chief Executive

Thank you for your interest in joining Academy Transformation Trust. Choosing the right next step in your career is an important decision, and I am delighted that you are considering doing so with us.

At ATT we are driven by a simple but profound belief: every child can and should become capable, competent, and confident. Our purpose is to transform lives through education, and our strategy, ATT2030, sets out how we will achieve this for every pupil, every colleague, and every community we serve.

We know that people are at the heart of everything we do. Our trust thrives because of the talent, dedication, and values of our colleagues. If you choose to join us, you will become part of a high-trust, high-accountability organisation where principals are empowered to lead, colleagues are supported to grow, and everyone is united in the moral purpose of education.

We are ambitious for our pupils and ambitious for our people. Across the trust you will find a culture of collaboration, professional excellence, and deep care for one another. We celebrate hard work, integrity, and teamwork, and we create opportunities for everyone to flourish.

I wish you every success with your application. Whether or not you go on to join us, I hope you will recognise that ATT is a community committed to excellence, to belonging and becoming, and to ensuring that all of us – pupils and adults alike – leave more capable, more competent, and more confident than when we arrived.

With best wishes,



**Mark McCourt**  
*Chief Executive Officer*



## 02. About Academy Transformation Trust

### About Academy Transformation Trust

At Academy Transformation Trust (ATT), our ambition is that every person who passes through our schools and colleges becomes an educated person – able to take a rightful place in the community of educated people and to join what Robert Maynard Hutchins called “the Great Conversation.” An ATT education stresses history, the scientific mode of thinking, the disciplined use of language, a wide-ranging knowledge of the arts and religion, and the continuity of human enterprise. We aspire for everyone, regardless of their starting point, to leave us capable, competent, and confident.

### Our Values

ATT2030 sets a values-driven culture that is explicit about how we work and lead:

- **Belonging & Becoming:** we meet each child where they are and refuse to leave them there – giving them both roots and wings.
- **Integrity & Excellence:** we act ethically, celebrate excellence, and pursue high standards in all that we do.
- **High Trust, High Accountability:** decision-making sits close to pupils and communities; principals are trusted as strategic leaders; the central team acts as expert partner; accountability is professional, dialogic, and focused on learning and improvement.

### Our Three Goals

Everything in ATT2030 is organised around three interlinked goals that describe the kind of people – pupils and adults – we are forming:

- **Capable:** equipped with the knowledge, skills, and emotional readiness to perform to a high standard, adapt to change, and contribute meaningfully.
- **Competent:** possessing the knowledge, habits, and judgement to get things done – well, reliably, and independently – handling setbacks and making steady progress.
- **Confident:** feeling safe, happy, and known – secure enough to take risks, speak up, and grow with purpose and integrity.



## Our Nine Aims (by 2030)

These goals translate into nine aims that define success for ATT by 2030:

### Capable

1. Professional Excellence – skilled professionals delivering consistently high standards.
2. Fluent Learners and Thinkers – confident, curious learners fluent in communication and technology.
3. Multiple Pathways to Success – diverse routes that recognise varied talents and passions.

### Competent

4. Purposeful, Knowledge-Rich Learning – rigorous, meaningful learning that enriches lives.
5. Unwavering Focus – purposeful use of time and energy on what matters most.
6. Strength Through Challenge – resilience built by tackling challenge and learning from it.

### Confident

7. Valued and Empowered Individuals – everyone known, valued, and supported to be their best.
8. Leading with Integrity, Celebrating Excellence – values-led leadership and cultures that recognise excellence.
9. Moments That Shape Us – deliberate rites of passage and significant experiences that foster growth and self-discovery.

## Our Approach to Working Together

We are building a high-trust, high-accountability organisation. Principals are empowered as strategic leaders of their academies; the central team provides expert challenge, support, tools, and evidence; accountability is reframed as professional dialogue aimed at continuous improvement, not blame. This is how we ensure that every child leaves us capable, competent, and confident.



## 03. Academy Information



Ravens is an incredible Academy, which belongs to the Academy Transformation Trust family of academies. We believe that every child, every person, is capable of many amazing things. It is therefore vital that we give our children as many different experiences as possible to ensure they are well equipped to succeed in today's rapidly changing society.

Our curriculum is carefully designed with the children's specific needs and interests in mind. It is built on the firm foundations of providing our children with excellent English and Maths skills. As a school, we also seek to expand our pupils' current reality by broadening their horizons, enabling them to realise that there is a wider world out there and encouraging them to be aspirational.

We are committed to helping our pupils make links across themes and subject disciplines, by providing a cohesive learning journey. We believe the curriculum should be connected in a meaningful way, evidencing clear progression and should demonstrate a consistent approach throughout school.

Our expectations are consistently high; not just of us as educators but of the children and families that join together to constitute a vibrant learning community.

Ravens is about teamwork and about forming binding, positive relationships built on mutual trust. Children thrive here in a happy and nurturing environment. Our staff encourage a love of learning and work closely with parents to create a sharing community where all feel a sense of belonging.

Our children are polite and friendly. Visitors to the school often comment on the friendly and welcoming environment that characterises our community.

To find out more, please visit [www.ravensacademy.attrust.org.uk](http://www.ravensacademy.attrust.org.uk)



## 04. Job Description

# Job Description

## Catering Supervisor

### Purpose of the role

The Catering Supervisor is responsible for managing and overseeing the catering services at the Academy Transformation Trusts Primary Academy. This role involves supervising the preparation and serving of meals, ensuring compliance with health and safety regulations, maintaining high standards of food quality and hygiene, and managing a team of kitchen staff.

### Duties and Responsibilities

#### Supervise Catering Operation

- Oversee the daily running of the Primary Academy kitchen, ensuring all meals are prepared and served in a timely and efficient manner.
- Supervise and support catering staff in food preparation, cooking, and cleaning tasks.
- Ensure the school food plan menu is adhered to and that all meals meet the dietary requirements of pupils, including special dietary needs (e.g., allergies, vegetarian, vegan, etc.).
- Planning, operation, and control of the production, service relating to breakfast, Mid-Morning break, lunch, hospitality, and after-school services, including parents' and open days, which may include evening work requirements
- To carry out any other duties that the Principal, Headteacher, Trust SLT, or Regional Catering Manager feel are commensurate with the role.

#### Team Management:

- Lead and motivate the kitchen team, providing direction, support, and training as needed.
- Manage staff rotas/schedules, ensuring sufficient coverage to prepare meals and serve at all mealtimes.
- Monitor and assess staff performance, providing feedback and implementing improvements where necessary.
- To follow the cash handling or accounting procedures to ensure such procedures are adhered to by all catering staff

### **Stock Control:**

- Monitor food and supplies, stock levels, and place orders for ingredients as and when required through the computerized booking system.
- Ensure received stock is stored correctly, manage stock rotation, and minimize food wastage.
- Monitor food storage and ensure all ingredients are kept at the correct temperature and conditions.
- Keep records of food deliveries with temperature checks and monitor the quality of ingredients received.

### **Budget Management:**

- Assist with budget management, ensuring that catering costs are within allocated budgets.
- Report any significant cost variations to the relevant authority, Regional Catering Manager, or Principal

### **Communication:**

- Consult with the Regional Catering Manager, Principal or Academy Senior Leadership Team regarding catering matters and any specific requirements (events, curriculum, themed meals, etc).
- Communicate effectively with teachers, pupils, and parents regarding catering services and any changes to menus or meal plans.

### **Health & Safety Compliance:**

- Maintain high standards of cleanliness and hygiene in the kitchen, following food safety regulations.
- Acting as Health and Safety coordinator within the academy kitchen, ensuring health and safety procedures are adhered to by all staff working within the catering environment.
- Ensure the relevant HACCP system and procedures are followed rigorously with all critical control points monitored and documented.
- Ensure that the kitchen operates in line with relevant legislation, including food safety, COSHH, health and safety, and fire safety standards.

### **Other Duties:**

- Attend training sessions and staff meetings as required.
- Support the implementation of special dietary policies and initiatives as set by the Academy.
- Always ensure compliance with the Academy's policies and procedures.
- To be an ambassador/ role model concerning personal high food safety standards.
- To assist the principal with the training and induction of staff as required.
- To support the promotion and development of the catering service.
- To operate a basic range of ICT software Word, Internet etc.
- To be aware of and adhere to applicable rules, legislation and procedures, e.g. City Council, academy procedures and national legislation.
- To maintain confidentiality of information acquired while undertaking duties for the academy.
- Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/ she encounters.
- To ensure all tasks are carried out with due regard for Health and Safety.

- To undertake appropriate professional development including adhering to the principles of performance management.
- To adhere to the ethos of the academy.
- Any other duties as commensurate within the grade to ensure the smooth running of the academy.

This role descriptor is not intended to be an exhaustive list of all the duties and responsibilities that may be required.

The job holder will be expected to carry out such professional tasks as are commensurate with the duties and responsibilities of the post. The job description will be reviewed regularly to ensure that it relates to the role being performed and to incorporate reasonable changes that have occurred over time or are being proposed. This role must reflect the expectations within KCSIE (latest version).

The principle responsibilities and tasks as set out above are not intended to be exhaustive. The need for flexibility, accountability and team working is required. The post-holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's grade and whenever reasonably instructed.

The job description will be reviewed regularly to ensure that it relates to the role being performed and to incorporate reasonable changes that have occurred over time or are being proposed. This review will be carried out in consultation with the post-holder before any changes are implemented.

# 05. Person Specification

## Person Specification

### Catering Supervisor

	Essential	Desirable	How will this be demonstrated
Professional Qualifications and learning	<ul style="list-style-type: none"> <li>N/A</li> </ul>	<ul style="list-style-type: none"> <li>Qualification in food safety or catering management (e.g., Level 3 Food Hygiene in Catering, Allergen &amp; Intolerance Awareness).</li> </ul>	<ul style="list-style-type: none"> <li>Application Form/Checking and Original Copy evidence</li> </ul>
Experience	<ul style="list-style-type: none"> <li>Previous experience in a catering supervisory or management role, preferably in an educational or similar setting.</li> </ul>	<ul style="list-style-type: none"> <li>Experience working with children, particularly in a school environment.</li> <li>Basic financial management, and cost controls.</li> </ul>	<ul style="list-style-type: none"> <li>Application Form</li> <li>Interview</li> <li>References</li> </ul>
Knowledge that supports the role	<ul style="list-style-type: none"> <li>Knowledge of food safety, hygiene standards, and health and safety regulations.</li> <li>Strong leadership and team management skills.</li> <li>Excellent communication and interpersonal skills.</li> <li>Ability to work under pressure and manage multiple tasks efficiently..</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>	<ul style="list-style-type: none"> <li>Application Form</li> <li>Interview</li> <li>References</li> </ul>
Values	<ul style="list-style-type: none"> <li>A passion for delivering high-quality food and service.</li> <li>A positive, proactive, and flexible attitude.</li> <li>Strong organisational skills with attention to detail.</li> <li>A team player who can work independently when required.</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>	<ul style="list-style-type: none"> <li>Interview</li> <li>References</li> </ul>
Other	<ul style="list-style-type: none"> <li>Must be able to work flexibly and within contracted hours.</li> <li>Attendance at meetings, INSET/parent's evenings/academy events as required.</li> <li>Be first aid qualified or willing to complete training.</li> <li>Administer first aid as required within the academy.</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>	<ul style="list-style-type: none"> <li>References</li> </ul>

This job description can be altered, with the agreement of the post holder and will be reviewed on an annual basis. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties.



## 06. Onboarding

### Recruitment & Selection

You can expect the following from the Recruitment & Selection process:

#### Prior to Interview

- Adverts & Candidate packs that give the full detail of the role (responsibilities, pay, development etc)
- A point of contact for the vacancy within the Trusts recruitment team to advise on each step of the recruitment process
- A full and comprehensive vetting process, that meets and exceeds the requirements of Keeping Children Safe in Education 2025 [Keeping children safe in education 2025](#)
- An applicant tracking system that allows you to enter details with ease and receive updates to the progress of you application and or pre-employment checks
- Selection for Interview based upon the Job Description and Person Specification

#### Interviews

- The opportunity to prepare with enough notice for interview processes
- A meet and greet at the place of work (Academy or Office) with members of the panel. If the Interview is held on Teams an opportunity to meet at later date
- The opportunity to ask questions and have a full interview with discussion around the role

#### Following the Interview

- You will receive notification as to whether you were or were not successful
- You will be given an opportunity to obtain feedback
- If successful further safer recruitment checks will take place
- You will receive a conditional offer of employment and contracts of employment will not be issued until all checks are received and are satisfactory

#### Induction

- You will receive a Trust Induction and a localised induction which will give you further information on policies, process and procedures that impact your role
- You should expect regular opportunities to meet with your line manager to address any issues or concerns you may have or to plan any required training you may need
- You should expect to have all the equipment you need to begin your role
- You will have access to the Trusts benefit platform VivUp from day one of employment



## 07. ATT Institute

### What is our Institute?

Our ATT Institute is the cornerstone of ATT colleague professional development for all roles and career stages, bringing the best development opportunities from accredited courses to one off training sessions. All our courses are evidence-based and facilitated by extremely knowledgeable professionals, so we know that all our colleagues receive the best training available. Our offer is designed and delivered by a group of expert colleagues with the needs of all our stakeholders in mind. Whatever your current role and aspirations, there will be something in our offer to support you in reaching the next step of your career journey

### Personal Development (PD) Opportunities for our Colleagues

Our Academy Transformation Trust Institute (ATTI) has a suite of training opportunities and professional development pathways across all our directorates: Education, Finance, Governance, Trustees and operations.

These are promoted internally via our dedicated SharePoint and directed communications, and externally via the [ATTI webpage](#). Our ATTI offer is continually evolving to meet the ever-changing professional development needs of our colleagues and includes a range of accredited courses and bespoke training opportunities.

### Strategic Collaboration

Collaboration is essential to the continued improvement of our academies and colleagues. We create a culture of collaboration through our professional networks and enable colleagues to drive our Trust priorities within their domains of expertise



## 08. How to Apply

# Catering Supervisor

### Applying:

For all our Trust Vacancies, please follow the link here: [Vacancies - Academy](#)



Status: Fixed Term, maternity leave cover

30 hours per week  
39 weeks per year (term time only)

### Salary:

NJC Scale Point 6 - 9  
Actual Salary: £18,124 - £19,006  
FTE Salary: £25,988 - £27,254



### Closing Date:

Monday 22 June 2026

### Start Date:

As soon as possible



### Interviews:

To be confirmed

We utilise an application tracking system which will require data from you in order to complete the application process. If you are struggling to access this system or wish to have an informal conversation regarding the role, please reach out to the contact on the advert and they will be able to support you.





 @academytransformationtrust

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