



# Catering Supervisor



Dear Applicant,

Thank you for your interest in the position of Catering Supervisor at Brindle Gregson Lane Primary School.

The Endeavour Learning Trust board and I are delighted to provide the enclosed information about the role and our School. I hope you find it helpful and on behalf of the whole school community, I would like to take this opportunity to extend a very warm welcome.

Endeavour Learning Trust is a growing Trust in the North West, currently spanning South Ribble, West Lancashire and North Sefton. In our family of schools at this point in our growth, we have four secondary schools and three primary schools formally within the Trust.

Our mission and values provide a clear framework for us to work to. We are absolutely committed to serving our communities to ensure that every child achieves their potential by providing the highest quality educational experience in a truly inclusive way.

As a Trust, we don't believe in a one-size-fits-all approach for our schools or our students. We respect and celebrate individuality, working with a clear determination to support our children, colleagues and communities both collectively, and individually, to flourish and thrive through a rich and transformational provision.

We believe in the value of collaboration, and everybody working with the Trust shares a collective responsibility for the success of all of our children. We also recognise that we will never be successful in delivering our vision for our young people unless our colleagues are supported, nurtured and developed to achieve their full potential with us. That's why we are equally committed to ensuring every colleague benefits from the best possible employment experience where high-quality CPD and a sincere approach to supporting wellbeing enable our colleagues to achieve their own aspirations for their career.

We hope the enclosed information will give you good insight into our School & Trust.

We look forward to viewing your application.

Yours faithfully,

A handwritten signature in dark ink, appearing to read 'DCL', with a stylized flourish at the end.

David Clayton  
Chief Executive

## Endeavour Learning Trust's Mission and Values

### **We will serve our communities to ensure that every child realises their potential**

We pledge that our schools will be transformational places of academic excellence that offer a true richness of experience, providing all children with the same opportunities to flourish and develop their unique skills, qualities and talents.

We will work collaboratively with our colleagues, parents and carers and our partners to remove any barriers that place limitations on our children, creating schools that are happy and harmonious places at the centre of their community.

## Our Values

### **Individuality**

We are firmly committed to recognising, celebrating and investing in the individuality of all of our children and young people, each of our colleagues and the distinct ethos and identity of each of our schools, whilst remaining united by our core values. We don't believe in a "one size fits all" approach and will adapt our provision to meet individual needs.

### **People centred**

Our work is driven by our responsibility to every individual within our Trust community. Every person deserves to be treated with respect, dignity and kindness. We demonstrate empathy and humility in our approach, ensuring that our Trust provides an environment where every individual feels confident to be their true authentic self.

### **Belonging**

Equity of opportunity is central to our practice, and we will be relentless in our endeavour to identify and remove barriers that prevent full inclusion. Our culture extends beyond tolerance to one where difference is embraced and every individual is valued and celebrated for their unique contribution to our community. Every individual is a full member in our community.

### **Transformation**

We believe in the promise of everyone across the Trust and will ensure we inspire, support and challenge in proportionate measure, so that we all thrive and are able to achieve our own individual successes. We are bold in our approach, stretching perceived boundaries, to go further for our children, colleagues and communities. We continually develop our approach to respond to changes in the communities we operate within to support every child, colleague and partners to realise their potential.

### **Togetherness**



**BURSCOUGH  
PRIORY ACADEMY**



**BRINDLE GREGSON  
LANE PRIMARY**



**CHURCHTOWN  
PRIMARY SCHOOL**



**NORTHBROOK  
PRIMARY ACADEMY**



**TARLETON  
ACADEMY**



**LINAKER PRIMARY  
SCHOOL**



**STRIKE LANE  
PRIMARY SCHOOL**



**WELLFIELD  
ACADEMY**



**ORMSKIRK  
SCHOOL**



# Why join Endeavour?



Fantastic pension schemes:  
Teachers Pension Scheme and  
Local Government Pension  
Scheme



Access to 24/7 SAS  
Health & Wellbeing service.  
Counselling, Physiotherapy,  
Private Medical and more



Free membership with  
Vivup Employee Benefits,  
Lifestyle Savings & Cycle to  
Work Scheme



Automatic pay progression for  
both Teaching and Support staff  
in line with their grading  
structure



Excellent CPD Offer for all  
colleagues to truly support each  
stage of your professional  
development



Our Trust values guide  
everything we do, creating  
purpose and a supportive  
workplace.



Term time only contracts  
OR 26 days annual leave  
PLUS bank holidays. 32 days  
following 5 years' service



We honour continuous service  
with other local authorities or  
multi academy trust



Access to our Learning  
Management System and  
flexibility around CPD to allow  
you to learn at your own pace

## **Catering Supervisor**

**Part time, Permanent & Term time only (plus inset days)**

**Required ASAP**

**Grade 4 SCP 4-6**

**£24,404 - £25,183 FTE**

**£14,309.41 - £14,766.19 per annum**

Brindle Gregson Lane is looking for a passionate and experienced Catering Supervisor to lead our in-house catering team. This is a fantastic opportunity to shape a service that nourishes and inspires our children every day.

We believe lunchtimes should be more than just a meal – they're a time for our pupils to refuel, enjoy, and learn about healthy choices. If you have a flair for food, a heart for community, and the skills to lead a team, we'd love to hear from you!

Our new Catering Supervisor will:

- Take charge of our school's daily catering service – from planning menus to leading service.
- Create exciting, nutritious menus that cater to all dietary needs and follow national food guidelines.
- Lead, support, and develop a dedicated catering team, promoting excellence in food preparation, safety, and service.
- Maintain the highest standards of hygiene, health, and safety in the kitchen and dining areas.
- Manage the catering budget effectively, ensuring best value while reducing waste.
- Work with staff, students, parents, and local suppliers to promote healthy eating and strengthen our community links.
- Play a key role in school events, showcasing the pride we take in our food service.

What they'll have:

- Experience leading a catering or hospitality team in a school or similar setting.
- Be creative, organised, and passionate about delivering meals children love and that meet their nutritional needs.
- Understands the importance of food in supporting learning, well-being and inclusion.
- Manage budgets, plan ahead, and lead with a hands-on, can-do approach.

This role is part time (25 hours per week), permanent and term time only plus inset days. Hours of work are Monday to Friday 8:30-1:30.

### **HOW TO APPLY**

To apply, please complete our online application form and include a personal statement to support your application and outline the relevant skills and experience you can bring to Endeavour Learning Trust.

Applications should be submitted by 9am on Monday 15<sup>th</sup> September 2025

Interviews are to be confirmed

### **SAFEGUARDING**

Endeavour Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment and individually take responsibility for doing so.

Please note that in line with Keeping Children Safe in Education, an online search will be carried out as part of our due diligence on shortlisted candidates.

## JOB DESCRIPTION

- To manage and control the catering services and to provide the service for the school according to their specification.
- To ensure prompt and efficient preparations and service of all meals, ensuring that they are being provided to the highest possible standard.
- To plan student focused menus which are exciting and popular with the school community and rotated on a regular basis to ensure an enhanced variety of food on offer.
- Provide balanced multi choice menus, in accordance with nutritional standards, considering the dietary needs and preferences of students and varied cultural and religious backgrounds and that are cost within the allocated budgets.
- Ensure food is freshly prepared and offers healthy and nutritional value to students.
- To create a high-quality dining experience which is relaxing and enjoyable.
- To engage with the school community to capture the student voice and ensure students feel the benefit of having their voice heard through the food on offer.
- To ensure that the control of raw materials and portions are to the School's standards.
- To display and practice a friendly and supportive interaction with customers at all times during service in order to deliver a children focused lunchtime - for every child.
- To ensure the School's and administration procedures are carried out to the approved standard and that the necessary weekly returns are completed accurately and at the appointed time.
- To develop a calendar of themed/cultural days throughout the year ensuring the days are well promoted to ensure high levels of participation
- To manage the catering team to deliver the catering services to a high standard and in line with budget targets.
- To assist with recruit, interview, control and discipline staff according to the needs of the School.
- To maintain the legal and School's standards of hygiene and safety and take any action as is necessary.
- To complete the Safer Food Better Business (SFBB) in line with the legal requirements and use as a daily working document.
- Ensuring equipment is maintained and repairs reported to the school and recorded.
- To attend to any reasonable request made by the school.
- To actively promote the service encouraging pupils to use the services.
- To assist in organising any special function from time to time and inset days, some of which may occur outside of normal working hours.
- To maintain high standards of personnel hygiene, reporting any stomach disorders or infections of self or close family to the school.
- Ensure personal appearance is well groomed at all times
- To attend to customer complaints and compliments as satisfactorily as possible.
- To attend to and take all necessary action, statutory and otherwise, in the event of accident, fire, loss, theft, lost property, damage, unfit food or other irregularities in any service covered by the remit and complete the necessary return and/or reports.
- To attend meetings and training courses as requested.

- All duties must be carried out to comply with The Health and Safety at Work Act; Acts of Parliament, statutory and college instruments and regulations and other legal requirements, nationally agreed codes of practice, which are relevant.
- All duties will be carried out in the working conditions normally inherent in the particular job.
- All necessary paperwork must be completed correctly and at the appropriate time – orders, stock control, monthly profitability statements, risk assessments and Safer Food Better Business being the main ones.
- Duties will be carried out for jobs up to and including those in the same grade, provided such duties are within the competence of the employee.
- Informing line managers of any problems.
- Phone into work before 8.00am if you are ill and try to arrange self-cover.

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## PERSON SPECIFICATION

Personal Attributes required (on the basis of the job description)	Essential (E) Or Desirable (D)	Identified by: Application Form (AF), Interview (I), Test (T) or other
<b>QUALIFICATIONS AND TRAINING</b>		
The successful candidate will have:		
NVQ Level 3 Qualification in Food Preparation and Cooking or equivalent	E	AF
Food Hygiene Certificate (qualification not essential at point of application as training will be given if required)	E	AF
Food Allergy Awareness Qualification (qualification not essential at point of application as training will be given if required)	E	AF
COSHH (qualification not essential at point of application as training will be given if required)	E	AF
First Aid Qualification (qualification not essential at point of application as training will be given if required)	E	AF
<b>EXPERIENCE</b>		
The successful candidate will have:		
Experience of managing or supervising within a catering setting	D	AF/I
Experience of compliance with current food legislation	E	AF/I
Experience of leading and developing a team of catering staff	E	AF/I
Experience of developing healthy and nutritious menu options to a diverse range of customers	E	AF/I
Experience of managing health and safety	E	AF/I
Experience of basic food hygiene	E	AF/I
<b>SKILLS AND ATTRIBUTES</b>		
The successful candidate will be able to:		
Demonstrate they are able to work under pressure and use own initiative	E	AF/I
Work to deadlines	E	AF/I
Demonstrate that they are able to develop effective working relationships	E	AF/I
Observe hygiene standards at all times	E	AF/I
Demonstrate they have a positive approach to customer care and service delivery	E	AF/I
<b>PERSONAL QUALITIES AND ATTRIBUTES</b>		
The successful candidate will have:		
A good standard of personal hygiene; wearing the uniform provided ensuring it is clean and tidy.	E	AF/I
A calm and organised nature	E	AF/I
The ability to communicate confidently and effectively, in varied situations, using a range of methods	E	AF/I
The ability to respond effectively to challenges	E	AF/I
A flexible approach to working practices	E	AF/I
High expectations of self and professional standards	E	AF/I
The ability to work as both part of a team and independently	E	AF/I

A commitment to contributing to the wider school, Trust and its community	E	AF/I
<b>OTHER</b>		
Commitment to comply with and adhere to the document 'Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings'	E	I
Commitment to comply with and adhere to the document 'Guidance for Conduct'	E	I
Commitment to undertake further ongoing training and professional development	E	I
Commitment to gain clearance through the Disclosure and Barring Service - (Clearance is required before confirmation of appointment)	E	AF/I