



South Craven School



Candidate Application Pack
Premises and Catering Manager



A Message from the Headteacher

I am delighted to welcome you to South Craven School, a large, thriving and successful comprehensive school situated in Cross Hills.

Learning is placed firmly at the heart of the South Craven School community. Our main priority is to ensure our students have the best opportunities for success and the highest possible aspirations for the future. We are proud of our excellent reputation in our local community and aspire to provide the highest quality of education for all of our students.

We recognise our responsibility to provide young people with the skills and qualities they need to respond to the challenges of a fast-changing world. We do this by promoting our South Craven Learner principles of Courage, Enquiry and Growth and focusing on preparing our students for life as active and productive citizens. We value each and every one of our students and aspire for them to achieve academically, socially and personally. Our formula for success is built on partnership between home and school, teacher and student, school and community. We are also part of the Red Kite Teaching School Alliance, where we work alongside a number of schools.

I hope you will want to visit us and meet the people that make South Craven a success: our students, staff and trustees. We welcome your interest and invite you to come and see the school for yourselves.

Martyn Hill
Headteacher



A Message from the Chief Executive Officer

I am both proud and excited to have been given the opportunity to lead the Trust in this next stage of its development, and to work with other school and trust leaders locally to ensure the very best education for young people in Craven, Pendle and across the wider region.

Apex Collaborative Trust is a vibrant, cross phase multi-academy trust formed by the merger of the Pennine Trust and South Craven Academy Trust.

Our trust consists of two secondary schools and three primary schools. South Craven School also has a large Sixth Form.

We are delighted that Pendle Vale College, in Nelson, will be an associate member of the Trust and has indicated an intention to join fully within the next 12 months.

John Tarbox

Chief Executive Officer



Apex Collaborative Trust

Apex Collaborative Trust is a values-led organisation. Our core values of Ambition, Collaboration and Trust are fundamental to our approach and shape our culture. We believe establishing a strong culture is the most important ingredient for our success, so that we create an ideal environment for learning where all members of our trust community can flourish. We are also committed to providing fantastic opportunities for our young people, so that they can fulfil their aspirations now and in the future.

Our Trust and schools must be rooted in our community. Many local families have an association with our schools across many years, and even generations. Deep relationships help us to develop knowledge and understanding of the community and to form effective partnerships with other institutions. These partnerships support holistic development of young people.

Staff benefits



Bike2work
scheme



CPD
opportunities



Employee
assistance
programme



Local
discounts



Occupational
health
support



Ambition

Inspiring excellence and growth

- We set high expectations for our students, staff, and leadership.
- We challenge the status quo, encouraging innovation and creativity in education.
- We believe in potential empowering individuals to reach new heights in their learning and careers.
- We celebrate success, recognising achievements at every level.

In Action: We provide cutting-edge professional development, encourage students to dream bigger, and support schools in raising academic and personal aspirations.



Collaboration

Stronger together

- We share best practices, creating a network where knowledge flows freely.
- We support and challenge each other, working together to find solutions.
- We listen and respect diverse perspectives, ensuring every voice matters.
- We value teamwork, building relationships that foster trust and openness.

In Action: Schools under the trust work as partners, not competitors, pooling resources and expertise to deliver the best education possible.



Trust

Integrity, transparency and accountability

- We do what we say we will do, building confidence in our leadership.
- We communicate openly and honestly, ensuring transparency in decision-making.
- We hold ourselves accountable, measuring success by our impact.
- We foster a culture of psychological safety, where staff and students can thrive without fear of failure.

In Action: We ensure clear communication with parents, staff, and students, always acting with honesty, fairness, and responsibility.

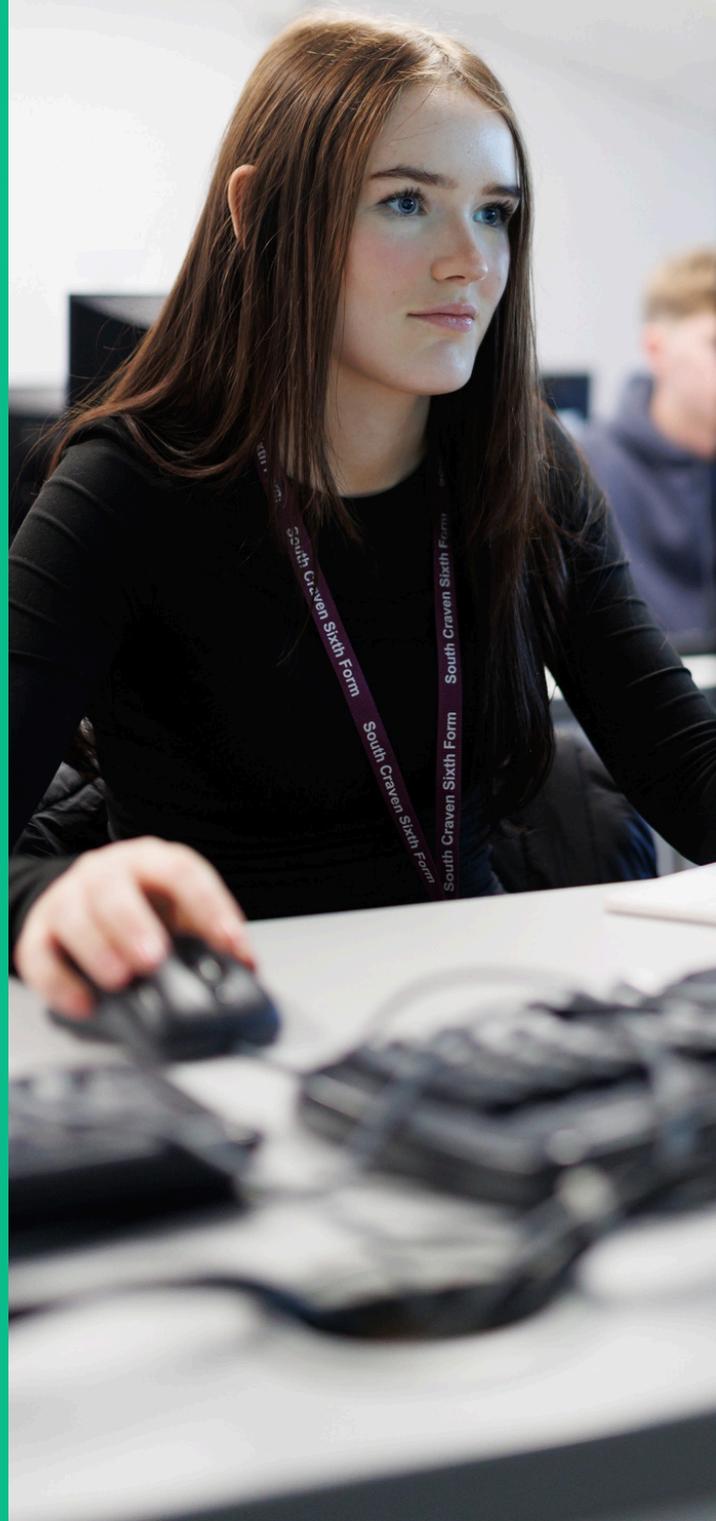
Safeguarding Statement

At Apex Collaborative Trust, the welfare of children is paramount and all schools are committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment.

All staff will be expected to take responsibility to safeguard and promote the welfare of children and young people. Staff are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions. Staff should work, and be seen to work, in an open and transparent way.

Attitudes towards promoting and safeguarding the welfare of children and young people will be scrutinised during the selection process for the post you have applied for. If you are appointed to this post, information in relation to safeguarding and protecting children and young people will be provided at induction. This practical guidance for safe working practice will provide information about which behaviour constitute safe practice and which behaviours should be avoided.

All post holders are subject to an enhanced DBC check. Our policy and practice are in line with the current Department for Education's *Keeping Children Safe in Education* statutory guidance.



Role Specification

Post:	Premises and Catering Manager
Hours:	All year round (37 hours per week) Permanent, Full Time
Salary:	Grade L (£41,511-£45,718)
Closing Date:	Noon on Friday 10 th April 2026
Start Date:	As soon as possible

An exciting opportunity has arisen within the school for an enthusiastic, hardworking Premises and Catering Manager to lead the Premises and Catering teams.

Main Duties and Responsibilities

- Manage and lead all matters in relation to site management and catering
- Manage members of the Premises and Catering teams

The successful candidate should be able to demonstrate:

- Personal ambition and the capacity for hard work
- A proven record of success in leading large teams.

Job Description

Post:	Premises and Catering Manager <i>AYR - Full time, 37 hours per week</i>
Salary Range	Grade L
Responsible To	Head of Estates
Responsible For	Premises and Catering teams
Job Purpose	<ul style="list-style-type: none">• Manage all matters in relation to ongoing maintenance and catering contracts• Manage all aspects of site management• Line manage members of the Premises and Catering teams

South Craven School is committed to safeguarding and promoting the welfare of students and young people and expects all staff and volunteers to share this commitment.

At South Craven School we are committed to a high-quality induction programme for all staff including ECTs.

This job description should be discussed, and any amendments made annually via the appraisal process.

Key Tasks

- A clear understanding and responsibility for the safeguarding of students.
- Ensure items of on-going maintenance are efficiently dealt with.
- Plan maintenance projects during school holidays.
- Direct the work of the premises and catering teams appropriately.
- Be responsible for the maintenance and catering budgets.
- Be responsible for the training of the premises and catering teams.
- Undergo such training as needed to fully carry out the post.
- Line manage the Premises and Catering teams.

- Liaise with the Head of Estates in order to maintain a safe and operational environment.
- Liaise with members of SLT as and when necessary.
- Be responsible for own continuing professional development.
- Carry out other financial administrative functions as agreed with the Head of Estates.
- Ensure a high standard of catering is maintained for all school requirements.
- Ensure menus are adhered to in order to manage costs.
- Ensure all preventative maintenance both for premises and catering is completed on time and records kept.
- Undertake faculty Health and Safety inspections.
- Keep up to date with catering and food hygiene regulations.
- School lead liaison with Communihire for all school lettings.
- Undertake any other duties that may from time-to-time be reasonably required to commensurate with the grading of the post.

Specific Responsibilities

- Advising Premises staff on programmes of work, including maintenance work identified on the annual maintenance plan; any outstanding maintenance work and operational issues:
 - Draw up maintenance schedules and set routine programmes of work for all Premises Staff to ensure deadlines met and consistently high standards achieved;
 - Liaise with the Head of Estates in terms of the quality of work from staff; overtime authorisation; absence/holiday entitlement etc.
- Supervision of cleaning arrangements for the school:
 - Work with the Cleaning Supervisor to draw up a cleaning schedule and rotas;
 - Advise the Director of Human Resources on employment needs;
 - Overall management of the quality of the school cleaning.
- Supervision of catering arrangements for the school:
 - Work with the Catering Supervisors to draw up catering schedules and rotas;
 - Advise the Director of Human Resources on employment needs;
 - Overall management of the quality of the school catering.

- School lettings:
 - Responsible for the letting of the school premises to outside agencies and the generation of new lettings outside of school hours;
 - School lead liaison with Communihire.

- Line management:
 - Responsible for the management of Premises and Catering Staff and be involved in any necessary recruitment exercise in terms of staffing.

- School policies and procedures:
 - Assisting with the writing/updating of specific policies relating to premises and catering policies i.e. Health and Safety.

South Craven School reserves the right to amend this document as necessary, after consultation with the individual concerned in order to reflect changes in organisational requirements and to ensure that the future goals of the school are successfully achieved.

Please also note that it is the individual's responsibility to make sure that their job description is accurate and up to date.

South Craven School is committed to developing the skills of its people. If you have any query about your own personal development, please speak to your line manager.

Person Specification

Essential	Desirable	How Identified
<ul style="list-style-type: none">• Energy, resilience and enthusiasm• Good organisational skills• Calm, tolerant approach• Smart appearance• Self-motivated		<ul style="list-style-type: none">• Application• References• Interview
<ul style="list-style-type: none">• Specific management and operational skills• Attainment of A level qualifications (or specific trade qualification at level 3 or above)• Extensive relevant work-related experience• Experience of managing staff/teams• Extensive computer and IT knowledge	<ul style="list-style-type: none">• Asbestos awareness; Legionella awareness; Food Hygiene (Level 3)• Experience of working within a school environment or public sector environment• Experience or knowledge of GEMS (Good Estate Management for Schools - DfE)• Knowledge of building construction and maintenance• Experience of grounds maintenance• Experience, and a working knowledge of, data logging and analysis• Experience of managing contracts and procurement	<ul style="list-style-type: none">• Application• References• Interview
<ul style="list-style-type: none">• Evidence of commitment to personal professional development		<ul style="list-style-type: none">• Application• References• Interview

Essential	Desirable	How Identified
<ul style="list-style-type: none">• Excellent communication and interpersonal skills, and the ability to work with a wide range of people e.g. outside agencies, staff, students, contractors• Inspirational leader/organiser• Ability to manage time flexibly and effectively, and to cope with school life and prioritise conflicting demands and pressures• Ability to act on initiative, and to work both within a team and independently when required• Excellent time management skills and ability to meet tight deadlines		<ul style="list-style-type: none">• References• Interview

How to Apply

If you wish to know more about this vacancy, please contact Martyn Hill (Headteacher), via the Headteacher's PA Jess Robinson.

Jess Robinson

- 01535 632 861
- J.Robinson@southcraven.org

To apply for this vacancy, please submit your application via MyNewTerm: mynewterm.com.

The closing date for applications is Friday 10th April 2026, with interviews to take place on the week commencing Monday 13th April 2026.

This post is subject to satisfactory reference and enhanced Disclosure and Barring Service criminal records check for work with children.

An online search may be undertaken for shortlisted candidates as part of the recruitment process on information available in the public domain.

Candidates should disclose anything that may be relevant in line with Keeping Children Safe in Education.



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