



ATHENA
LEARNING TRUST

Catering Supervisor

Applicant Pack

Closing date:

17/04/2026

Interview date:

TBC



Join Athena - Inspiring World-Class Education Together!

At Athena, we are a passionate and forward-looking educational organisation committed to providing world-class education and helping individuals **lead great lives**. Our core values of "**dream big, take responsibility**, and **be kind**" guide our mission to create a supportive and inclusive learning environment where everyone can excel and grow.

Job Title:	Catering Supervisor
School Base:	Camborne Science and International Academy
Closing Date:	17/04/2026
Interview Date:	TBC
Vacancy Start Date:	ASAP
Contract Type:	Permanent, 37 hours weekly, 52 weeks Annually
Salary:	£29, 556 - £33, 663 Annual FTE

Being an Athenian

At Athena, we believe in the power of education to transform lives and shape a brighter future. We are dedicated to fostering a strong sense of community, where students, educators, and parents collaborate to achieve academic excellence and personal growth. Our commitment to "**dream big, take responsibility, and be kind**" underpins everything we do, inspiring our students to aim high, take ownership of their learning, and treat each other with respect and compassion.

We are inspired by wisdom, creativity and learning. Determined to create a world where all children get to go to great schools, our mission is to provide the knowledge and education to bring opportunities, choices and freedom.

If you want to be part of an inspirational team of big thinkers who will support you to develop your full potential and value your knowledge, passion, wellbeing and commitment, it sounds like you could be on your way to joining us and becoming an Athenian.



What makes Athena different

Our Commitment to you

We recognise that all of our people have a role to play in ensuring our students have access to world-class education and so each one is valued. We are committed to creating an inclusive and supportive work environment that promotes both personal and professional growth. We put staff wellbeing first and here are some of the benefits and perks you can enjoy as a member of our team:

Impact: positive outcomes for our students

Leaders: we see everyone as a school leader

Wellbeing: ensuring your time off is for you

Generous pension: the local government pension scheme

Employee Wellbeing Initiatives: support your physical, mental, and emotional health

Benefits: Enjoy access to various discounts, benefits, and rewards to enhance your lifestyle.

Join us on this journey to inspire greatness in ourselves and others. Together, we can create a brighter future and make a lasting difference in the lives of our students and the communities we serve.

People

passionate about making a difference in the lives of each other and our students

Development

investing in our employee's growth and development

No burn out

cut low-impact workload and champion staff wellbeing

Support

valuing our employee time and impact by investing it well and providing wrap around support

Flexibility

flexible working to promote work-life balance where possible



Role Summary

To provide support to the Head of Catering in the provision of an efficient and effective catering service in accordance with healthy eating and DFE guidance. Assist in the planning, preparing, cooking, presentation and serving of meals and snacks, ensuring that food hygiene and health and safety regulations are in place and adhered to, including the completion and recording of necessary inspections and checks. Assisting in the induction and training of catering staff..

A young person with long dark hair, wearing a black school jacket, white shirt, and striped tie, is looking down. They are wearing clear safety glasses. A thick yellow curved line separates the image from the text on the right.

What you will be doing

Build Knowledge

- Assist in developing and maintaining a friendly and helpful atmosphere and deal with any feedback, including complaints, in a professional manner.
- Assist in completing appraisals for catering staff, including the setting of appropriate targets.
- Assist in identifying training needs of catering staff and organising appropriate development opportunities
- Keep up-to-date with catering, food hygiene and health and safety developments and regulations.

Build Trust

- Establish and maintain good relationships with all staff, students, visitors, suppliers and contractors.
- To maintain high standards of cleanliness, safety and hygiene of the premises and equipment and to work within
- the guidelines of the Health and Safety and Hygiene Regulations.

Prioritization

- To prepare the service area, hot cupboards and other equipment in the dining area to ensure food is served
- efficiently and in a hygienic environment.
- To inform the Catering Manager of any defects in equipment, suspect food or other concerns relating to Food
- Safety.

Clarity and Energy

- To assist with the smooth running of the school kitchen and assist at catering functions.
- To prepare the dining area to include moving and setting up tables and chairs, setting trolleys.
- Assist in ensuring sufficient and varied menus are provided to meet dietary and healthy eating requirements.
- Assist in the ordering of all commodities, checking and appropriate storage of deliveries.

Follow Up

- Ensure that equipment and appliance inspections and checks are carried out and recorded as required.
- Ensure that all temperature testing is carried out and recorded as required.
- Report any faults with equipment and appliances to the catering manager and make arrangements for repair.

How you will be doing it

Dream Big

- Deliver value opportunities for world class education for all students

Take Responsibility

- To maintain confidentiality of information acquired in the course of undertaking duties for the department.
- Ensure Health and Safety and Safeguarding are at the centre of your approach.
- Take accountability for your own development and aspire to deliver the very best practice across all areas of your role.
- To attend staff meetings and school-based CPD days as required.

Be Kind

- To encourage acceptance and inclusion of all students.
- Support positive strategies for promoting equality and for challenging racial and other prejudice.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. You could reasonably be asked to work out of our partner sites to support where required.





Qualifications

GCSE (grade 9–4) or equivalent, in English and mathematics

Desirable

Further education qualifications relevant to the field.

Experience

- Minimum of 2 years experience of working in a catering environment
- Experience of cooking and catering.

Knowledge and Skills

- Able to communicate effectively with people of all ages and levels.
- Able to work in collaboration with line manager to ensure a high quality service, which meets appropriate standards.
- Able to supervise a team of staff, delegating duties as required.
- Knowledge of current legislation and requirements included in DFE guidelines for the provision of school meals.
- Knowledge of the importance of health and safety and food hygiene in a catering environment.
- Effective numeracy skills to support finance-related tasks eg use

How to Apply

If you are passionate about our values and dedicated to making a meaningful impact on education, we invite you to apply. **Please complete the application form on My New Term** and tell us about how you connect with our values of "**dream big, take responsibility, and be kind**" and what you feel you can contribute to our team and our goal to deliver world class education.

Athena 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. All posts are subject to Enhanced DBS clearance and appropriate pre-employment checks.

We reserve the right to close this advert and interview and appoint earlier than the advertised closing date should there be a good response to the advert, so early applications are advised.

Apply now

and experience the difference in a rewarding and meaningful career in education.