



Catering Manager

Application Pack

The Queen Elizabeth Academy
Witherley Road
Atherstone
CV9 1LZ

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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



The Queen Elizabeth Academy

Based in Atherstone, Warwickshire, The Queen Elizabeth Academy is part of the Academy Transformation Trust family of academies.

TQEA is an 11-16 mixed comprehensive academy with a vibrant learning atmosphere, a dedicated and supportive network of staff and exciting plans for the future. With a brand new school building, which opened in November 2016, this really is a great place to work.

The academy's vision is for all students to realise their full potential, equipping them with the skills and qualities required for success in the competitive 21st century. We are committed to raising standards and providing students with exceptional opportunities to support learning. We look for a number of outstanding qualities in our staff: an innovative and creative approach to their work; enthusiasm, positivity and an unfaltering commitment to our students' success, along with an open-minded, proactive attitude to working within a team. We want individuals who want to go the extra mile for our community and have an absolute commitment to safeguard our students.

Teamwork is at the heart of everything we do and by working together we aim to secure a successful future for all. We encourage those interested in joining our school to spend some time with us to gain a real understanding of our ethos and what we have to offer. The dedication of the staff and the enthusiasm of the students, coupled with the support of our parents and carers, makes this a very special place.

To find out more, please visit: tgea.attrust.org.uk



04. Job Description

Job Description

Catering Manager

Purpose of the Role:

The post holder will be responsible to a member of the Senior Leadership team and Regional Catering Manager.

Under the direction of the academy leadership team and Trust catering team, develop and manage the overall catering service within the academy.

Key Responsibilities and Duties:

- Keep up to date records of all meetings with students, parents/carers and outside agencies.
- To maintain an oversight of the catering service to ensure the services provided at each outlet meet the academy's needs.
- To play an active part in identifying opportunities for both the development of the service and improvements, to ensure both a cost effective and quality service. To assist with any budget setting and budget reviews as required.
- To advise and support kitchen staff on the preparation, cooking and presentation of food.
- To develop and deliver menus in line with the academy's requirements.
- To market the services actively including trialling new menus and organising theme days etc.
- To carry out student, parental and staff surveys and respond to feedback.
- To play an active part in identifying opportunities for both the development of the service and improvements to ensure both a cost effective and quality service.
- To be responsible for the organisation of the half termly catering meetings together with your line manager. At these meetings to report on the performance of the catering operation and share any other reports or general issues.
- To provide the requirements of the academy in regard to all events and meetings.
- To ensure the catering department meets legislative requirements and academy policies and procedures, i.e. Health and Safety, Food Hygiene, Food Standards, Allergens, Risk Assessments etc.
- To act as health and safety coordinator within the academy kitchen and ensure representation at any relevant meetings.
- To ensure budgetary targets are met by appropriate costing of menu items, ordering of foodstuff, managing stock, equipment and control of labour costs.

- To assist with the annual setting of the price list and create visuals to share with staff, students and parents via website, posters etc.
- To ensure and adjust in conjunction with the Principal, the levels of staffing within the academy catering team so as to ensure an efficient catering service which fulfils the academy's catering requirements. This also includes managing performance and attendance.
- To participate in the selection, appointment and induction of new catering staff as authorised.
- To implement the agreed accounting procedures with regard to receipt of payments for food and drinks from pupils and visitors to the academy and ensure such procedures are adhered to by all catering staff.
- To support the wider team with the general kitchen production and service organisation.
- To maintain confidentiality of information acquired in the course of undertaking duties for the academy.
- To operate a basic range of IT skills including writing reports, producing menus, software and cashless systems etc.
- Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- To ensure all tasks are carried out with due regard to Health and Safety.
- To undertake appropriate professional development including adhering to the principle of performance management.
- To identify and assess training needs and ensure the appropriate training of staff is provided as required including performance management systems.
- To carry out regular briefings with the catering team on current organisational and academy issues. Attend academy staff briefings and any other relevant meetings.
- To adhere to the ethos of the academy:
 1. To promote the agreed vision and aims of the academy
 2. To set an example of personal integrity and professionalism
 3. Attendance at appropriate staff meetings and academy functions
- Any other duties as commensurate within the grade in order to ensure the smooth running of the catering department and the academy.

Academy Ethos

- To play a full part in the life of the Academy community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- To promote actively the Academy's corporate policies.
- To comply with the Academy's Health and Safety policy and undertake risk assessments as appropriate.

The principal 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. This role must reflect the expectations within KCSIE (latest version).

05. Person Specification

Person Specification

Catering Manager

	Essential	Desirable	How will this be demonstrated
Professional Qualifications and learning	<ul style="list-style-type: none"> NVQ Level 2 or equivalent in Catering Level 2 Food Hygiene Certificate 	<ul style="list-style-type: none"> Level 3 Food Hygiene Certificate 	<ul style="list-style-type: none"> Application Form/Checking and Original Copy evidence
Experience	<ul style="list-style-type: none"> Relevant experience in a senior position within a large-scale catering establishment. Experience in Supervision and Management. Ordering commodities, food costings and general administration duties. Experience of running a HACCP system and Allergen controls. 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none">
Knowledge that supports the role	<ul style="list-style-type: none"> Upholds ethics and values, demonstrates integrity and promotes and defends equal opportunities. Commitment to the safeguarding and welfare of all pupils. Willingness to ensure that facilities are kept to a standard that complies with health and safety guidelines. 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none">
Expectations of Role	<ul style="list-style-type: none"> Demonstrate good leadership skills and lead by example. Able to work under pressure, responding to customer needs and complaints. Polite, courteous and friendly towards customers and colleagues. Willing and capable to be flexible 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none">

	<p>and adjust to various workplaces, duties and hours.</p> <ul style="list-style-type: none"> • Willing and able to undertake further training. • Capable and willing to work on own initiative. 		
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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 your 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 a 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 Manager

Applying:

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



Status:

Permanent
37 hours per week, 39 weeks per year (term time only)

Salary:

NJC Scale: 16 - 20
Actual Salary: £26,249 - £28,036 per annum
FTE: £30,518 - £32,596 per annum



Closing Date:

Wednesday 25th February 2026 at 9am or sooner should we receive sufficient applications.

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



@AcademyTrust



academytransformationtrust.co.uk



office@attrust.org.uk



0121 354 4000



Unit 4, Second Floor,
Emmanuel Court, Reddicroft,
Sutton Coldfield, B73 6AZ

