



# Application Pack Trust Catering Manager St Thomas Aquinas Catholic Multi-Academy Trust

Trust Offices: Charnwood Edge Business Park, Cossington, LE7 4UZ

Covering schools in Leicester, Leicestershire & Rutland

0116 296 8171

**Salary: £51,356–£55,541**

Start Date: To be confirmed



Dear Applicant,

Thank you for the interest you have shown in the post of Trust Catering Manager, here at the St Thomas Aquinas Catholic Multi Academy Trust (CMAT).

I would like to share some information with you about our organisation to help you decide if this is the right place for the next step in your career. Ours is a large, thriving educational trust of over 9000 young people and around 1,200 members of staff across 23 schools. We came into being on 1st September 2018 to enhance, nurture and facilitate all the Catholic schools across Leicester, Leicestershire and more recently Rutland. In that time, we have seen the schools go from strength to strength supported by a central team which takes responsibility for leading school improvement, safeguarding, chaplaincy, educational psychology, HR, finance, estates management, IT, and a range of other services. It is this central team that you could join as Trust Catering Manager.

The work of the central team is a very significant responsibility, as well as a wonderful privilege. We seek to ensure that each of our schools can bring our Trust vision into reality; that all our young people tangibly benefit from a consistently outstanding Catholic education. We believe that education is holistic, going beyond excellent examination outcomes and including the development of interpersonal skills, confidence, moral values, and a sense of social responsibility.

The size of our organisation, and our close working relationship with the two other CMATs across the Diocese of Nottingham, means that the opportunities for personal growth and development are varied and numerous. We are blessed with many outstanding practitioners in all aspects of school life and across the central team. Working with these colleagues and accessing the professional development on offer provides a distinctive and exciting opportunity for all members of staff.

In addition to the provisions of the Local Government Pension Scheme and a generous holiday entitlement, as an employer, we also offer an employee wellbeing package, and a range of discounts on gym memberships and retail to recognise the efforts of our staff.

As we launch a new in-house catering service across all our schools from 1st August 2026, St Thomas Aquinas Catholic Multi Academy Trust is seeking a dynamic and experienced Trust Catering Manager to lead this exciting transformation and drive excellence across the trust. For many of our pupils, a school meal is the most important meal of their day. This is an opportunity to lead a high-profile, trust-wide service that directly impacts the health, wellbeing and daily experience of thousands of pupils, staff and visitors.

If appointed to this post, you will shape your own team, creating a consistent, high-quality catering model that delivers strong standards, great food and continuous improvement across every school.

I hope that this insight into our vision and the opportunities open to our staff has further interested you, and we look forward to receiving an application from you to work in our Trust.

With best wishes

Neil Lockyer  
Chief Executive Officer



# ST THOMAS AQUINAS

Catholic Multi-Academy Trust

## OUR MISSION

To grow in knowledge, understanding and faith guided by the love and light of Christ.

## OUR GUIDING PILLARS



## OUR VISION

Our Trust and our schools are beacons of excellence where everyone flourishes intellectually, spiritually, morally and personally; where our Catholic faith is evident in our actions and where each person is valued and enabled to live life to the full and become the person God has called them to be.



—ST THOMAS—  
**AQUINAS**

CATHOLIC MULTI-ACADEMY TRUST

## Job Description

### Trust Catering Manager



#### Core Purpose

To provide strategic and operational leadership of catering services across 22 schools in our Trust, ensuring the delivery of safe, compliant, nutritious and high-quality food services that meet statutory requirements, support pupil wellbeing and deliver strong financial and commercial performance.

**Reporting to:** Director to Business Services

**Liaising with:** Headteachers, School Business Managers, Catering Teams, Suppliers, External Auditors and Trust Executive Team

**Grade/Salary:** S3 (£51,356–£55,541)

**Hours of work:** 37 hours per week, 52 weeks per year

#### Duties, Responsibilities and Key Tasks

##### Health, Safety and Compliance

- Ensure full compliance with Health & Safety, Food Safety and Environmental Health legislation and Trust policies across all catering operations.
- Conduct regular safety walks, hazard spotting and risk assessments across all sites.
- Ensure effective implementation and monitoring of food safety management systems, including HACCP.
- Lead responses to internal and external food safety audits, ensuring timely completion of actions and continuous improvement.

##### Operational Excellence

- Lead and support site catering teams to deliver efficient, safe and high-quality food services.
- Check service standards and operational productivity on site.
- Ensure consistent compliance with Trust standards, training records and operational documentation.
- Resolve food purchasing, stock control, wastage and supply chain issues.

##### Nutrition and Food Quality

- Ensure full compliance with School Food Standards.
- Set menus and ensure menus meet Food Information Regulations (FIR), allergen and labelling requirements.
- Coach and develop teams to deliver consistent food quality and presentation.
- Drive engagement with pupils, parents and schools to maximise meal uptake and satisfaction.



## People Leadership

- Lead, coach and develop Kitchen Managers and wider catering teams.
- Ensure 100% completion of mandatory training and compliance requirements.
- Support recruitment, induction, staffing levels and workforce planning.
- Manage performance, wellbeing and development plans for all catering staff.

## Financial and Commercial Management

- Manage catering budgets, forecasts and financial performance cycles.
- Control labour costs, overheads and food spend in line with agreed benchmarks.

## Consumer Engagement and Marketing

- Develop and deliver pricing strategies and initiatives to grow meal uptake.
- Support theme days, food education initiatives and cultural events across schools.
- Champion innovation, customer insight and continuous improvement.

## Additional Duties

- Attend meetings, training and Trust events as required.
- Keep up to date with legislative, sector and best practice developments in school catering.
- Carry out any other reasonable duties as directed by the Executive Team.

## Professional Standards and Development:

- Be a role model to students and staff through professional conduct.
- Be familiar with the Code of Conduct and support all the Trust's policies.
- Be a positive influence on the climate and culture of our schools and show a positive example at all times.
- Support the Catholic ethos of our schools.
- Be aware of and comply with the policies and procedures relating to child protection, health, safety and security, confidentiality and data protection and copyright, reporting all concerns to the Principal.
- Good general interpersonal, organisational and communication skills and establish effective working relationships with all colleagues.
- A strong knowledge and understanding of safeguarding, health, safety and security, confidentiality, and data protection.
- Be aware of and support difference and ensure equal opportunities for all.
- Appreciate and support the role of other professionals.

Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exhaustive list. The duties and responsibilities of the role may vary from time to time, commensurate with and without changing the general character of the duties or the level of responsibility entailed and would not in itself justify a reconsideration of the grading of the post.

*The St Thomas Aquinas Catholic Multi-Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to satisfactory references, which will be requested, prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.*

*The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.*

*The St Thomas Aquinas Catholic Multi-Academy Trust Company is committed to ensuring that the Trust complies with all legislative requirements on safeguarding and child protection and that the Trust actively promotes diversity, unity and community cohesion and that it supports pupils to become successful, compassionate citizens. The Trust will ensure a continual focus on equality as measured by pupil progress and outcomes.*

## Person Specification

### Trust Catering Manager

Training and Qualifications	Essential	Desirable
Relevant qualification in catering, hospitality, food safety or facilities management	<b>A</b>	
Level 3 Food Safety (or equivalent)	<b>A</b>	
Health & Safety qualification (e.g. IOSH Managing Safely or equivalent)	<b>A</b>	
Commitment to ongoing professional development	<b>A</b>	
Catering or hospitality management qualification		<b>A</b>
Experience	Essential	Desirable
Proven experience managing multiple sites or contracts within catering, hospitality, facilities, retail or a similar environment	<b>A&amp;I</b>	
Experience of leading and developing managers and large teams	<b>A&amp;I</b>	
Experience of delivering operational and financial performance	<b>A&amp;I</b>	
Experience of managing food safety compliance, audits and inspections	<b>A&amp;I</b>	
Experience of school catering or education settings		<b>A</b>
Experience of mobilising new or retained contracts		<b>A</b>
Professional Knowledge and Skills	Essential	Desirable
Strong knowledge of food safety legislation, HACCP and allergen management	<b>A&amp;I</b>	
Understanding of School Food Standards and Food Information Regulations	<b>A&amp;I</b>	
Ability to manage budgets, forecasts and cost controls	<b>A&amp;I</b>	

# Person Specification

## Trust Catering Manager

Professional Knowledge and Skills continued	Essential	Desirable
Strong operational planning, organisation and problem-solving skills	<b>A&amp;I</b>	
Excellent stakeholder management, communication and negotiation skills	<b>A&amp;I</b>	
Ability to analyse data and drive continuous improvement	<b>A&amp;I</b>	
Confident use of ICT systems for reporting, compliance and performance monitoring	<b>A&amp;I</b>	
Personal Attributes	Essential	Desirable
Confident, visible leader able to motivate and engage teams	<b>I</b>	
High standards, attention to detail and commitment to quality	<b>I</b>	
Resilient, adaptable and able to manage competing priorities	<b>I</b>	
Proactive, solution-focused and commercially aware	<b>I</b>	
Ability to build positive relationships with schools, pupils and parents	<b>I</b>	
Commitment to equality, diversity and inclusion	<b>I</b>	
Willingness to support the ethos and values of the Trust	<b>I</b>	
Safeguarding	Essential	Desirable
Understanding of the Trust's and schools' responsibilities in safeguarding and promoting the welfare of children and young people	<b>I</b>	

# Trust Benefits

## Why work for us?



### **Professional Development Opportunities**

We offer a range of centralised training and networking within our Catholic Multi Academy Trust for all roles, as well as induction for staff new to us. Staff benefit from access to the Teaching School Hub, Knowledge Hub and collaborative work across our family of schools.



### **Opportunities for Career Progression**

With 23 academies in our family and 84 academies across the Diocese, opportunities for career progression are a reality. All of our opportunities are advertised on our website and across our social media channels.



### **Employee Wellbeing**

Well-being support for our employees, including helplines, menopause support, physiotherapy and access to a virtual GP service. Employees also have access to a variety of discounts on gym & retail. This is provided through 'Schools Advisory Service'.



### **Terms & Conditions**

We have committed to following nationally agreed terms and conditions for pay, for both Teachers' and Support Staff.



### **Pension**

As a teacher, you will automatically enrol into the Teachers' Pension Scheme. As Support Staff, you can opt-in to the Local Government Pensions Scheme – one of the most competitive on the market.



### **Cycle to work scheme**

A Government backed initiative that enables you to obtain a bike and/or cycling accessories to use for riding to work whilst making tax and National Insurance savings from your Gross pay.



### **Perks at Work**

With access to 30,000+ national & local discount, employees can save on big purchases such as electronics, home appliances, car buying and travel and on everyday items such as food, meal kits, home entertainment and learning and fitness.



### **After / Before School Childcare**

If you have children that attend before/after school at one of the 23 schools in our Trust, that provide their own provision, as an employee you will be able to access this resource for free.





## THANK YOU

For the interest you have shown in working with our Trust  
For more details about our team and our schools you can visit:



[www.aquinas-cmat.org](http://www.aquinas-cmat.org)



[@StThomasAquinasCMAT](https://www.facebook.com/StThomasAquinasCMAT)



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Unit 5, Charnwood Edge Business Park,  
Cossington, LE7 4UZ