



# Langford Village Academy Application Pack

## **Catering Manager**





## CONTENTS

1. Introduction
2. About BEST
3. About Langford Village Academy
4. How to Apply
5. Job Description
6. Person Specification

[www.bestacademies.org.uk](http://www.bestacademies.org.uk)



# INTRODUCTION

Welcome to Langford Village Academy and the Bedfordshire Schools Trust. Thank you for expressing an interest in our current vacancy.

We have collated this application pack to provide you with all the information you should need to enable you to apply for this role.

However, if you would like any further information or would like to make a visit to our academy, please contact:

**Dawn Mills**  
**School Business Manager**  
**[dmills@bestacademies.org.uk](mailto:dmills@bestacademies.org.uk)**  
**Tel: 01462 629000**

**Langford Village Academy**  
Church Street, Langford, Bedfordshire SG18 9QA  
[www.langfordvillageacademy.org.uk](http://www.langfordvillageacademy.org.uk)



# ABOUT BEST

The Bedfordshire Schools Trust (BEST) is a multi-academy trust providing exceptional education across our community of 11 schools and five nurseries.

Since forming in 2016, we have grown significantly into one of the largest trusts in the county. We now educate 8,000 children across the area, from nursery age to advanced level study, and have over 1,000 members of staff.

It is our aim to grow the BEST in everyone, and everything we do is driven by our values. We will:

- Always put children first
- Collaborate to support and compete to challenge
- Provide community-based provision
- Have the courage to be compassionate

Our aims can only be achieved if we recruit, retain and develop the highest quality workforce – and we want those we employ to be valued in the workplace.

As a single employer, we are able to offer all our staff a fantastic range of benefits, including an excellent working environment, opportunities for career development and training, and discounts and deals that will help save you money.

Full details can be found in our BEST People staff benefits brochure, available for download from our MyNewTerm careers page, or on our website at

[www.bestacademies.org.uk/jobs](http://www.bestacademies.org.uk/jobs)

The formative years of BEST have been a real success story – and we are looking forward to an exciting future, too.



# ABOUT LANGFORD VILLAGE ACADEMY

Langford Village Academy is a small primary school with approximately 294 pupils. The school is located in the village of Langford, a few miles south of the town of Biggleswade, in Bedfordshire.

In our most recent Ofsted report (April 2024), we were judged as Good by inspectors.

Working at Langford Village Academy is an opportunity to be part of a highly successful village school, as well as being part of a supportive trust.

We are passionate about outdoor learning and our children enjoy Forest School activities in our lovely woodland area. We encourage children to learn outdoors as much as possible, using our wonderful village location.

We are a values-based school where children thrive in an environment of nurture, resilience and understanding.

You will join a happy and highly motivated staff team who are supportive, professional and passionate about the school.

Langford Village Academy converted to primary status (from a lower school) in September 2021 as part of an ongoing reorganisation by the local authority to two-tier education in the wider area.



# HOW TO APPLY

We use an application form, rather than asking for CVs, for most vacancies. This ensures all applicants present their information in the same standardised format and tell us only what we need to know.

Apply online via the MyNewTerm website at [www.mynewterm.com](http://www.mynewterm.com) before the closing date.

**Closing date:** 13<sup>th</sup> July 2026

**Interview date:** 15<sup>th</sup> July 2026

BEST is an equal opportunities employer and we are committed to encouraging equality, diversity and inclusion among our workforce.

We are committed to safeguarding and promoting the welfare of children. All offers of employment will be subject to satisfactory pre-employment checks and references, including enhanced Disclosure and Barring Service (DBS) clearance.

Strictly no agencies.

**We look forward to receiving your application.**



# JOB DESCRIPTION

<b>Job Title</b>	Catering Manager
<b>Based at</b>	Langford Village Academy
<b>Salary/Grade Range</b>	NJC 4A Points 11-15, 30 hours a week, including five training days
<b>Responsible to</b>	Vice Principal
<b>Responsible for</b>	The Catering Manager is responsible for leading all kitchen operations, managing food production, ensuring strict health, safety, and hygiene compliance, and overseeing the catering department's budget and staff.

## Job Purpose

To lead, manage, and develop the school catering service, ensuring the provision of high-quality, nutritious, and appealing meals for students and staff at Langford Village Academy as well as Gravenhurst Academy. The Catering Manager will oversee financial performance, regulatory compliance, health and safety standards, and staff supervision within a busy extended primary school.

## Main Responsibilities

### Catering Operations & Food Service

- **Leadership:** Manage and lead all aspects of food production within the kitchen, providing hands-on support and guidance as required. Lead by example to develop the team's confidence and knowledge while promoting best practice.
- **Menu Planning:** Design and plan attractive termly menus meeting necessary nutritional standards for school meals, taking into account any



special dietary requirements or preferences, uptake, food wastage, and costs.

- **Special Events:** Cater for special occasions including whole school events, calendared charity or theme days, and visitors as required.
- **Advertising & Promotion:** Attend activities and meetings with staff and students to promote the school's meal provision to increase uptake.
- **Security & Access:** Ensure the security of the catering area at all times.

## Financial & Resource Management

- **Budget:** Responsible for monitoring allocated kitchen budgets, including provisions, cleaning materials, light equipment, staffing hours, and disposables.
- **Ordering & Stock Control:** Maintain a clear and efficient system of ordering and stock control that meets the needs of the school kitchen to ensure waste is kept to a minimum and 'best value' is continually monitored.
- **Efficiency & Cost-Effectiveness:** Maximise kitchen efficiency by clear costings for menu items and undertaking regular reviews of food suppliers, including tendering for new suppliers and purchasing equipment. Ensure staff cover for absences to ensure smooth services.
- **Physical Resources:** Responsible for heavy and light kitchen equipment, monitoring kitchen premises maintenance, food and cleaning materials stocks, and office/dining room equipment and furniture as appropriate.

## Health, Safety & Compliance

- **Food Hygiene & Safety:** Ensure compliance with all food hygiene regulations (Food Safety Act 1990 and Food Safety General Food Hygiene regulations). Regularly monitor the school kitchen to ensure the highest Environmental Health scores.
- **H&S Regulations:** Manage and monitor kitchen to ensure compliance with relevant Health and Safety regulations, including implementing individual risk



assessments and maintaining robust record-keeping (including COSHH files).

- **Accidents & First Aid:** Ensure all accidents and incidents are reported, including notifiable diseases. Responsible for the regular inspection and maintenance of the first aid box and notify the first aid controller as appropriate.
- **Training Portal:** Participate in mandatory training, including the Smartlog compliance portal.

### Staff Management & Development

- **Staff Training:** Develop a training package for all kitchen staff that promotes strengths while supporting weaknesses.
- **Standards & Appearance:** Ensure that all catering personnel maintain high standards of cleanliness, including uniform, personal hygiene, and appearance.
- **Appraisals:** Participate in a yearly appraisal and develop a personal development plan that reflects training needs. Participate in relevant training programs to enhance knowledge and skills.

### Policies and Professional Conduct

- **Policies & Procedures:** Ensure that all policies and procedures are monitored, kept up to date, reviewed annually, and shared with staff as appropriate. Adhere to school policies and procedures at all times.
- **Confidentiality:** Be aware that some matters dealt with in the team are of a confidential nature and deal with them appropriately.
- **Professional Representation:** Represent the school in a professional and positive manner at all times.

*Please note, while every effort has been made to explain the 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 the line manager/Principal to undertake work of a similar level that is not specified in this job description.*



**PERSON SPECIFICATION**  
**Job Title: Catering Manager**

<b>Attributes</b>	<b>Essential</b>	<b>Desirable</b>
<b>Education and Qualifications</b>	<ul style="list-style-type: none"> <li>• Level 3 Food Hygiene Certificate</li> <li>• NVQ/City &amp; Guilds in Catering or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• Level 4 Food Hygiene Certificate</li> <li>• IOSH Managing Safely or Level 3 Supervision</li> <li>• Professional Cookery Certificate</li> <li>• First Aid Certificate</li> </ul>
<b>Skills and Experience</b>	<ul style="list-style-type: none"> <li>• Proven management experience in a high-volume catering environment (school or hospitality)</li> <li>• Experience catering for students with allergies</li> <li>• Deep understanding of UK School Food Standards</li> <li>• Sound knowledge of HACCP regulations</li> </ul>	<ul style="list-style-type: none"> <li>• Experience within the UK education sector</li> <li>• Knowledge of procurement software if required</li> </ul>
<b>Competences</b>	<ul style="list-style-type: none"> <li>• Strong financial acumen and budgeting skills</li> <li>• Excellent leadership and communication skills</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to develop creative, engaging food offers for children</li> </ul>



**We are committed to the safeguarding and promotion of children's welfare and offers of employment are subject to DBS clearance**

