



RADLEY

Assitant Catering Manager

Radley College, Abingdon, Oxon OX14 2HR

01235 543000

www.radley.org.uk/employment/working-at-radley

The Catering Department at Radley College is proud to offer an extensive range of food services across our 200-acre campus. With over 770 students and 550 staff, our facilities operate year-round, seven days a week, ensuring that quality dining is always available. Beyond daily meals, Radley College hosts a variety of functions and conferences, primarily for school events but also open to external clients. During school holidays, we accommodate residential courses, ensuring our facilities contribute to a vibrant community atmosphere throughout the year.

At the school, food is more than a meal—it's a vital part of daily life, community, and culture. We host themed food days that celebrate important global events and cultural traditions, creating a dynamic dining experience that broadens perspectives and brings the world into our kitchen.

We are seeking an Assistant Manager to support the delivery of a first-class, efficient catering service.

The ideal candidate will:

- Have excellent communication and leadership skills
- Experience supervising teams in catering, hospitality or a similar environment
- Strong organisational and problem-solving abilities
- Commitment to high service standards and customer care
- Able to work flexibly including weekends and bank holidays as required
- Experience working in a similar environment would be desirable.



Key Responsibilities

- Duty management across all catering areas
- Lead and motivate teams, deliver briefings and ensure excellent customer service.
- Manage staffing rotas and scheduling
- Support compliance with Food Safety and Health & safety requirements
- Attend management meetings and support departmental administration
- Assist with recruitment, induction, training and coaching of staff
- Support stock control, reporting and financial performance
- Promote and safeguard the welfare of pupils.

Working a 42 ½ hour week (inclusive of breaks) including weekends & Bank Holidays as required

Pay & Benefits

- Accommodation may be available for this position
- College sickness scheme.
- 6 weeks holiday per annum plus Bank Holidays
- Uniform provided and laundered onsite
- Meals provided when on duty
- Pension contributory group personal pension scheme.
- Death in service benefit (if a member of the pension scheme).
- Reduced membership of the College's sports centre (£50 pa) and other sporting facilities, including a nine-hole golf course (£35 pa).
- Employee Assistance Programme.
- Free parking on site.

Working a 42 ½ hour week (inclusive of breaks) including weekends & Bank Holidays as required



How to apply

Applications are to be submitted via the link on the school website.

Selection Process

If shortlisted, you will be invited for interview. Your interview will involve a brief session with our Human Resources department, to undertake a number of identity checks. A list of valid identity documents will be sent to you prior to your interview.

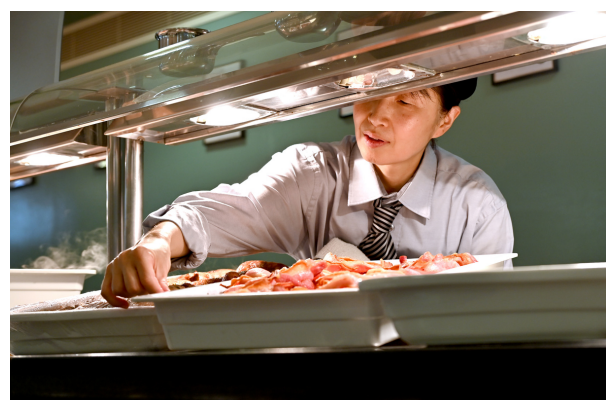
In the event of not being successful, please be assured that all copies of identification will be destroyed.

Safeguarding

Safeguarding is at the heart of all we do in the school.

Radley College is committed to safeguarding and promoting the welfare of its pupils and expects all employees to share this commitment. Employees must, at all times, have regard to the need to safeguard and promote the welfare of children in line with the provisions of the Children Act 2004 and Keeping Children Safe in Education and be fully aware of, and understand, the duties and responsibilities that apply to their role in relation to these requirements.

All employees must attend appropriate training in accordance with College and local Safeguarding Board stipulations. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. A disclosure, at the enhanced level, will be requested from the successful applicant but a criminal record will not necessarily be a bar to obtaining this position. They will also be required to produce original evidence of qualifications as well as evidence of the right to work in the UK.



Radley College

Radley College is an independent full-boarding school of boys situated five miles south of Oxford. We are fortunate to enjoy a stunning rural setting inspired by the nearby city and university. The hallmark of Radley remains its warmth, generosity, and kindness, we work hard to create an environment where boys will be happy, grow in self-confidence, thrive academically, and make the most of the many opportunities we offer.

It is an extraordinarily busy and vibrant place: everyone is encouraged to be fully involved in a wide variety of activities outside the working day, with staff encouraged to see the plays and concerts put on by pupils. Further information about the school may be found on our website www.radley.org.uk.

