



Catering Manager



Dear Applicant,

Thank you for taking the time to explore this opportunity with us at Endeavour Learning Trust.

Finding the right place to work means discovering somewhere you feel you truly belong. As you read through this pack, I hope you get a sense of what makes our Trust special: a community of people who care deeply about one another, about the children and families we serve, and about doing this work in a way that feels human, respectful, and full of purpose.

At Endeavour, we are proud of the diversity across our schools. We want people to feel they belong here and to bring their whole selves to work, with all their individuality, experience, and perspective. We believe that approach strengthens us as a Trust and enriches the lives of our children and young people.

We are a growing family of schools across the North West. Each school has its own identity and context, and that matters to us. What connects us is a shared commitment to inclusion, kindness, and ambition for every child. We believe deeply that education should recognise each child as an individual. Every child matters, every colleague matters, and every school matters.

Collaboration sits at the heart of how we work, but it is grounded in trust and respect rather than uniformity. It is about supporting one another, learning together, and knowing you are part of something bigger. Just as importantly, we place real emphasis on looking after our people. We want every colleague to feel supported, trusted, and able to grow both professionally and personally.

If you are someone who wants to make a difference, values community, and is looking for a place where you can be yourself and continue to grow, I hope you will feel at home here.

Thank you again for your interest in joining us. We look forward to receiving your application.

Warmest regards,

A handwritten signature in dark ink, appearing to read 'DCL', with a stylized, flowing script.

David Clayton
Chief Executive
Endeavour Learning Trust

Endeavour Learning Trust's Mission and Values

We will serve our communities to ensure that every child realises their potential

We pledge that our schools will be transformational places of academic excellence that offer a true richness of experience, providing all children with the same opportunities to flourish and develop their unique skills, qualities and talents.

We will work collaboratively with our colleagues, parents and carers and our partners to remove any barriers that place limitations on our children, creating schools that are happy and harmonious places at the centre of their community.

Our Values

Individuality

We are firmly committed to recognising, celebrating and investing in the individuality of all of our children and young people, each of our colleagues and the distinct ethos and identity of each of our schools, whilst remaining united by our core values. We don't believe in a "one size fits all" approach, and will adapt our provision to meet individual needs.

People centred

Our work is driven by our responsibility to every individual within our Trust community. Every person deserves to be treated with respect, dignity and kindness. We demonstrate empathy and humility in our approach, ensuring that our Trust provides an environment where every individual feels confident to be their true authentic self.

Belonging

Equity of opportunity is central to our practice and we will be relentless in our endeavour to identify and remove barriers that prevent full inclusion. Our culture extends beyond tolerance to one where difference is embraced and every individual is valued and celebrated for their unique contribution to our community. Every individual is a full member in our community.

Transformation

We believe in the promise of each individual across the Trust and will ensure we inspire, support and challenge in proportionate measure, so that we all thrive and are able to achieve our own individual successes. We are bold in our approach, stretching perceived boundaries, to go further for our children, colleagues and communities. We continually develop our approach to respond to changes in the communities we operate within to support every child, colleague and partners to realise their potential.

Togetherness

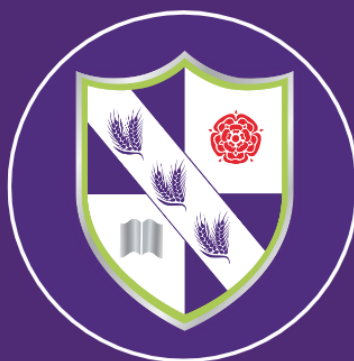
We are a proud family of schools bonded by our Trust vision, priorities and values. We work as one team in school, across our Trust and with our wider partners for the benefit of the communities we serve. Our collaborative approach inspires us to be bold and brings us together in ways that help us to make a difference. We are better together.



**LINAKER PRIMARY
SCHOOL**



**CHURCHTOWN
PRIMARY SCHOOL**



**TARLETON
ACADEMY**



**NORTHBROOK
PRIMARY ACADEMY**



**WOODLEA JUNIOR
SCHOOL**



**ENDEAVOUR
LEARNING TRUST**



**ORMSKIRK
SCHOOL**



**BURCOUGH
PRIORY ACADEMY**



**WELLFIELD
ACADEMY**



**STRIKE LANE PRIMARY
SCHOOL**



**BRINDLE GREGSON
LANE PRIMARY**

Why join Endeavour?



Fantastic pension schemes:
Teachers Pension Scheme and
Local Government Pension
Scheme



Access to 24/7 SAS
Health & Wellbeing service.
Counselling, Physiotherapy,
Private Medical and more



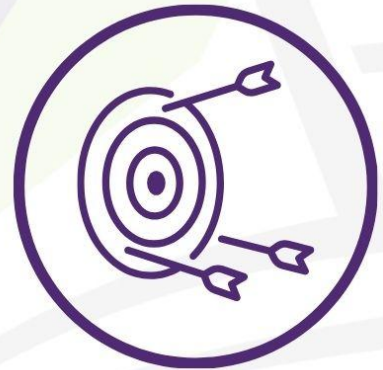
Free membership with
Vivup Employee Benefits,
Lifestyle Savings & Cycle to
Work Scheme



Automatic pay progression for
both Teaching and Support staff
in line with their grading
structure



Excellent CPD Offer for all
colleagues to truly support each
stage of your professional
development



Our Trust values guide
everything we do, creating
purpose and a supportive
workplace.



Term time only contracts
OR 26 days annual leave
PLUS bank holidays. 32 days
following 5 years' service



We honour continuous service
with other local authorities or
multi academy trust



Access to our Learning
Management System and
flexibility around CPD to allow
you to learn at your own pace

Dear Applicant,

Thank you for your interest in the position of Catering Manager at Churchtown Primary School.

I am delighted to send you the enclosed information about our school. I hope you will find it helpful and on behalf of the whole school community, we would like to take this opportunity to extend a very warm welcome.

Churchtown Primary is part of Endeavour Learning Trust and has thrived as part of a successful family of schools. Our children are hardworking, enthusiastic and keen to work with their teachers and the support staff to get the very best out of each and every day at school.

Ours is a happy school; we work together for the good of the team and we are a team where everyone is valued as an individual. In our school we have high expectations but also a pragmatic emphasis on challenge and support. This counts for children and staff, teaching and non-teaching, everyone wants the best for everyone else.

In our team, our staff are committed to improving the experience of our children with a genuine desire to help them become the best person they can be. They are wholly optimistic and driven to making the school the very best it can be. Underpinning all we do is a commitment to developing the children in our school to become kind, well rounded and confident learners. We want to develop young people who believe in, and have the skills, to realise their own worth and potential.

The Trustees and our Local Academy Council are extremely proud of the school's journey and successes to date. We are committed to promoting an ethos and culture of high aspiration and celebration, whilst providing a friendly and inclusive environment underpinned by a pastoral care system that values every member of the school community.

At the core of these roles lie curriculum and teaching and learning. The successful candidates will have experience of leading a broad, balanced and inspiring curriculum and high quality teaching and learning. Most important to this end is a genuine sense of collaborative effort. The impact of the curriculum will be evidenced through the analysis of student performance and outcomes.

If you would like to visit us or if you would like to discuss any aspect of this post further, please do not hesitate to contact us.

Yours faithfully,

Mrs Jinnie Payne
Headteacher

Catering Manager

Part time, Permanent & Term time plus inset days

Grade 6 SCP 11-19

FTE £28,142 - £32,061

Pro Rata £23,101.70 - £26,318.80

Required ASAP

Are you organised, energetic and passionate about providing children with healthy, nutritious and enjoyable meals? Do you take pride in high standards and enjoy leading a team in a busy and rewarding environment? We are looking for an enthusiastic and proactive **Catering Manager** to join our school community and lead the day-to-day delivery of our catering provision. Our catering service plays an important part in school life, providing nutritious and balanced meals that support children's wellbeing, development and ability to learn. We are looking for someone who will bring enthusiasm, creativity and a strong commitment to delivering an excellent service for our pupils, staff and families.

This is a varied and hands-on role, combining **team leadership, menu planning, food safety, stock management, budgeting and customer service**, making it ideal for someone who enjoys working with people while also being highly organised and commercially aware.

About the Role

As our Catering Manager, you will take overall responsibility for the smooth and effective running of the school's catering operation. You will lead and support the catering team, ensuring that meals are prepared and served to a consistently high standard and that the kitchen operates safely, efficiently and within budget.

You will oversee ordering, stock control and menu planning, while ensuring that dietary requirements, allergies and nutritional standards are carefully managed. You will also work closely with school leaders to develop and maintain a catering service that reflects the needs of our children and the wider school community.

What we're looking for

- Highly organised with excellent attention to detail
- A confident and supportive team leader who can motivate others
- Warm, approachable and comfortable working with primary-aged children
- Passionate about providing healthy, nutritious and appealing food
- Knowledgeable about food safety, hygiene and allergen management
- Confident managing stock, ordering supplies and monitoring budgets

Previous experience in a **school, nursery, childcare or catering environment** would be advantageous, as would relevant food safety or catering qualifications. However, we are equally interested in candidates who can demonstrate strong leadership, organisation and customer-service skills, together with a genuine passion for providing excellent food for children.

If you are someone who takes pride in their work, enjoys being part of a school community and wants to make a positive difference to children's daily experience at school, we would love to hear from you.

This role is part time, permanent and term time plus 1 week. The working pattern for this role is Monday to Friday 7:30am to 3:00pm working 35 hours per week.

To apply, please complete our online application form and include a personal statement to support your application and outline the relevant skills and experience you can bring to Churchtown Primary School.

For any further information, please feel free to get in touch with our Operations Manager, Claire via c.pearce@churchtown.org.uk

SAFEGUARDING

Endeavour 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 and individually take responsibility for doing so.

Please note that in line with Keeping Children Safe in Education, an online search will be carried out as part of our due diligence on shortlisted candidates.



JOB DESCRIPTION

- To manage and control the catering services and to provide the service for the school according to their specification.
- To ensure prompt and efficient preparations and service of all meals, ensuring that they are being provided to the highest possible standard.
- To plan student focused menus which are exciting and popular with the school community and rotated on a regular basis to ensure an enhanced variety of food on offer.
- Provide balanced multi choice menus, in accordance with nutritional standards, considering the dietary needs and preferences of students and varied cultural and religious backgrounds and that are cost within the allocated budgets.
- Ensure food is freshly prepared and offers healthy and nutritional value to students.
- To create a high-quality dining experience which is relaxing and enjoyable.
- To engage with the school community to capture the student voice and ensure students feel the benefit of having their voice heard through the food on offer.
- To ensure that the control of raw materials and portions are to the School's standards.
- To display and practice a friendly and supportive interaction with customers at all times during service in order to deliver a children focused lunchtime - for every child.
- To ensure the School's and administration procedures are carried out to the approved standard and that the necessary weekly returns are completed accurately and at the appointed time.
- To develop a calendar of themed/cultural days throughout the year ensuring the days are well promoted to ensure high levels of participation
- To manage the catering team to deliver the catering services to a high standard and in line with budget targets.
- To assist with recruit, interview, control and discipline staff according to the needs of the School.
- To maintain the legal and School's standards of hygiene and safety and take any action as is necessary.
- To complete the Safer Food Better Business (SFBB) in line with the legal requirements and use as a daily working document.
- Ensuring equipment is maintained and repairs reported to the school and recorded.
- To attend to any reasonable request made by the school.
- To actively promote the service encouraging pupils to use the services.
- To assist in organising any special function from time to time and inset days, some of which may occur outside of normal working hours.
- To maintain high standards of personnel hygiene, reporting any stomach disorders or infections of self or close family to the school.
- Ensure personal appearance is well groomed at all times
- To attend to customer complaints and compliments as satisfactorily as possible.
- To attend to and take all necessary action, statutory and otherwise, in the event of accident, fire, loss, theft, lost property, damage, unfit food or other irregularities in any service covered by the remit and complete the necessary return and/or reports.
- To attend meetings and training courses as requested.

- All duties must be carried out to comply with The Health and Safety at Work Act; Acts of Parliament, statutory and college instruments and regulations and other legal requirements, nationally agreed codes of practice, which are relevant.
- All duties will be carried out in the working conditions normally inherent in the particular job.
- All necessary paperwork must be completed correctly and at the appropriate time – orders, stock control, monthly profitability statements, risk assessments and Safer Food Better Business being the main ones.
- Duties will be carried out for jobs up to and including those in the same grade, provided such duties are within the competence of the employee.
- Informing line managers of any problems.
- Phone into work before 8.00am if you are ill and try to arrange self-cover.

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PERSON SPECIFICATION

Personal Attributes required (on the basis of the job description)	Essential (E) Or Desirable (D)	Identified by: Application Form (AF), Interview (I), Test (T) or other
QUALIFICATIONS AND TRAINING		
The successful candidate will have:		
NVQ Level 3 Qualification in Food Preparation and Cooking or equivalent	E	AF
Food Hygiene Certificate (qualification not essential at point of application as training will be given if required)	E	AF
Food Allergy Awareness Qualification (qualification not essential at point of application as training will be given if required)	E	AF
COSHH (qualification not essential at point of application as training will be given if required)	E	AF
First Aid Qualification (qualification not essential at point of application as training will be given if required)	E	AF
EXPERIENCE		
The successful candidate will have:		
Experience of managing or supervising within a catering setting	D	AF/I
Experience of compliance with current food legislation	E	AF/I
Experience of leading and developing a team of catering staff	E	AF/I
Experience of developing healthy and nutritious menu options to a diverse range of customers	E	AF/I
Experience of managing health and safety	E	AF/I
Experience of basic food hygiene	E	AF/I
SKILLS AND ATTRIBUTES		
The successful candidate will be able to:		
Demonstrate they are able to work under pressure and use own initiative	E	AF/I
Work to deadlines	E	AF/I
Demonstrate that they are able to develop effective working relationships	E	AF/I
Observe hygiene standards at all times	E	AF/I
Demonstrate they have a positive approach to customer care and service delivery	E	AF/I
PERSONAL QUALITIES AND ATTRIBUTES		
The successful candidate will have:		
A good standard of personal hygiene; wearing the uniform provided ensuring it is clean and tidy.	E	AF/I
A calm and organised nature	E	AF/I
The ability to communicate confidently and effectively, in varied situations, using a range of methods	E	AF/I
The ability to respond effectively to challenges	E	AF/I
A flexible approach to working practices	E	AF/I

High expectations of self and professional standards	E	AF/I
The ability to work as both part of a team and independently	E	AF/I
A commitment to contributing to the wider school, Trust and its community	E	AF/I
OTHER		
Commitment to comply with and adhere to the document 'Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings'	E	I
Commitment to comply with and adhere to the document 'Guidance for Conduct'	E	I
Commitment to undertake further ongoing training and professional development	E	I
Commitment to gain clearance through the Disclosure and Barring Service - (Clearance is required before confirmation of appointment)	E	AF/I

