



CATERING MANAGER VACANCY INFORMATION



**Welcome to
Combe Pafford School**

Sally Banfield, Headteacher



Thank you for your interest in joining Combe Pafford School. We are a vibrant, nurturing, and inclusive community where children and young people feel safe, valued, and inspired to learn. As Headteacher, it is a privilege to lead a school where our students' individuality, achievements, and resilience are celebrated every day.

Since joining the school in September 2024, I have been consistently impressed by the incredible talent and resilience of our young people and the dedication and expertise of our staff team. Together, we are committed to providing exceptional education and personalised support that enables every student to thrive.

About Our School

Combe Pafford School currently provides specialist education for students aged 9–19 (Years 4–14) with:

- Autistic Spectrum Condition (ASC)
- Moderate learning difficulties
- Physical difficulties
- Complex needs

We combine high-quality academic teaching with a strong vocational pathway that continues into our Post-16 provision. Some students study GCSEs; others follow Entry Level or Functional Skills qualifications. Our belief is simple: there are no ceilings to what our young people can achieve.

Our aim is for every student to leave us with meaningful qualifications, confidence in themselves, and the skills they need for independence, work-based employment and adulthood.

Future Development

At the request of Torbay Local Authority, from September 2026 the school will move to a formal designation for Autistic Spectrum Condition (ASC). From this point forward, new admissions will require a formal ASC diagnosis. This shift strengthens and focuses on our commitment to delivering high-quality specialist provision for autistic learners. Our first cohort under this designation will join us in Years 4–7 from September 2026 and we are excited to welcome them to the school.

In line with our new designation, the school is having a capital build project completed over the summer. This includes new outside learning spaces, a new sensory zone with associated spaces, new toilets, outside playground equipment and a new OT space. All our current young people with MLD will continue their journey at Combe Pafford as we build our new ASC cohorts up from the lower end of the school. The school will be fully ASC by September 2030.

Our Values and Vision

Personal development is at the heart of everything we do. We prioritise communication, social understanding, problem solving, resilience, and life skills so that our students can approach the wider world with confidence.

Our school culture is guided by our core values of:

- Compassion
- Resilience
- Respect

The Role of Catering Manager

The Catering Manager will be responsible for the day-to-day management of the school kitchen and cafe, ensuring high standards of food quality, nutrition, hygiene and customer service. Working closely with pupils, staff and families, the successful candidate will help create a positive dining experience that supports pupils' health, wellbeing and independence skills.

Why Join Us?

We are proudly oversubscribed and recognised as a school of choice within Torbay and the surrounding community. Staff benefit from a supportive team ethos, clear routines, strong leadership, and a culture that values professional growth and wellbeing.

If you believe in the potential of every young person and want to make a meaningful difference in the shaping of their lives, we would be delighted to receive your application.

Come and Visit

The best way to understand our ethos and culture is to come and see it in action. We warmly welcome prospective applicants to visit us and experience our community firsthand.

Thank you for reading our application pack and for the time you invest, if you choose to apply. I look forward to reading any application you submit. Please do not hesitate to contact me at school if you have any questions about the role.

Kind regards,

Sally Banfield
Headteacher



About the Role

Combe Pafford is a successful and popular 8-19 single academy special school situated on the coast in Torbay within easy reach of Dartmoor National Park. The school is a very popular school and always oversubscribed and has an excellent reputation locally for catering for the needs of pupils who have moderate learning difficulties, many of whom have additional needs of ASC or PD. We have 205 pre 16 pupils and a thriving sixth form of 60 students.

We are fortunate in that the school has been extensively remodelled and refurbished in recent years and we have invested heavily and created a wide range of first-class vocational facilities on-site which includes a construction hall, fully operational garage, a horticulture centre, animal care centre, hair salon and café which opens to the public. The outcome of this is that on average, at least 50% of our students leave us to undertake suitable and appropriate employment.

Besides a wide-ranging academic offer, we are also extremely keen to help youngsters develop their personal and social skills through wide-ranging enrichment and residential opportunities, which has included visits to Europe, China and Costa Rica. This year we will be offering residential trips for all our students from Year 7-Year 14 visiting, Kenya, Grand Canaria, France, Belgium, Germany, Wales and other parts of the UK.

Our vision is to develop a successful school that delivers the very best educational experience with a clear focus on raising standards and having high aspirations for all pupils and students whilst celebrating each individuals' uniqueness.

The school is now looking to appoint a dedicated and enthusiastic Catering Manager to lead our catering provision and promote positive food experiences for our pupils. This is a unique opportunity to combine catering leadership with meaningful engagement with young people both in our School Kitchen and our Training Kitchen which is open to the public.

The Catering Manager will be responsible for the day-to-day management of the school kitchen and cafe, ensuring high standards of food quality, nutrition, hygiene and customer service. Working closely with pupils, staff and families, the successful candidate will help create a positive dining experience that supports pupils' health, wellbeing and independence skills.

If you are innovative, organised, forward-thinking and passionate about making a difference to the lives of children and young people with special educational needs, alongside growing a customer base in our café this is an opportunity to play a vital role within our school community.

The Successful Candidate Will:

- Have experience of managing or supervising a catering service, ideally within an educational setting.
- Be committed to providing high-quality, nutritious meals that meet a range of dietary and medical needs.
- Have the ability to build positive and professional relationships with pupils, staff, families and external suppliers.
- Be kind, patient and enjoy working alongside young people with special educational needs.
- Have strong organisational, literacy and numeracy skills and be able to manage budgets, stock control and ordering processes effectively.
- Have a sound understanding of food hygiene, health and safety requirements and allergen management.
- Be able to lead and motivate a team whilst remaining flexible in response to the changing needs of the school.
- Possess excellent communication and listening skills and be able to remain calm under pressure.
- Be able to promote our café to the wider community to include birthday parties, events and daytime dining.

We strongly believe that every child should come to school excited about the day ahead and leave with a sense of achievement. Our aim is to provide an environment where pupils are supported to develop the knowledge, skills, confidence and independence they need to thrive both in school and in adult life.

Food and mealtimes are an important part of this vision. Through high-quality catering provision, positive role modelling and meaningful interactions with pupils, the Catering Manager will contribute to developing healthy lifestyles, independence and preparation for the world of work.

This is an exciting opportunity to join a dedicated staff team committed to ensuring every pupil receives the support and opportunities they deserve.

Further information about the school can be found on our school website:
www.combepaffordschool.co.uk



JOB DESCRIPTION

Salary range	NJC Grade F (£28,598 - £31,022) FTE Actual Salary from £27,274
Contract	Permanent
Start Date	September 2026
Hours	Monday–Friday 7.45am – 4.15pm term time (+ an additional 2 week) totalling 80 hours Additional hours for events where applicable which will be paid as additional hours

KEY DUTIES:

Main Purpose of Job

- Plan and manage the development of the schools catering provision for pupils, staff and special events including Birthday parties providing an excellent service at all times.
- Day to day supervision of a Catering team.
- Responsible for the operational efficiency of the full catering service: planning, preparation, cooking and serving food in order to maximize the quantity and efficiency of the service, providing customer satisfaction at all times
- Maintenance of the highest standards of personnel management, hygiene and health & safety
- Ensure the school menu is compliant with the School Food Standards and agreed by the schools receiving this service (School food standards practical guide - GOV.UK (www.gov.uk))
- Promoting the café to the wider community to build up a customer base that can aid pupils to gain experience in a working environment.

Main Duties and Responsibilities Supervision/Management

- Ensure that the correct type and quality of food is cooked to standard for all appropriate serving times, having due regard to quantity, temperature control, portion control and the economic use of resources.
- Assist in the management of the catering budget.
- Comply with all aspects of the Health and Safety at Work Act 1974 and the Food Safety Act 1990 and all other relevant legislation for the catering provision in ELAT schools.
- Ensure the school menu is compliant with the School Food (School food standards practical guide - GOV.UK (www.gov.uk))
- Be responsible for identifying premises defects.
- To make menu changes when in circumstances of equipment failure or food deliveries not arriving on time
- To ensure food is the correct temperature before serving and recording of results daily
- To prepare dinners each day following the set menus and to prepare packed lunches for school trips or for individuals as required
- To be able to manage food to a set timescale and adapt as conditions require.
- Ensure the correct quantity & quality of food is delivered to satellite sites in a timely manner.
- Ensure dietary needs and allergies are adhered to and labelled appropriately.
- Liaise with teachers on any educational themed meals
- Support charity days for fundraising and liaise with the school council over the themes
- In exceptional circumstances to assist in providing catering during civil emergencies
- Day to day use of light and heavy catering equipment
- Removal of waste food to designated area

Stock/Suppliers

- To order food for the kitchen and café, manage stock rotation/control including monthly stock take and costings & all health and safety paperwork as required.
- To deal with suppliers to ensure food and goods are received correctly and on time

- Daily communication with suppliers to ensure delivery to deadline of correct, good quality supplies at the best prices.
- Monitor the quality of the goods delivered and reject if appropriate.

Cleaning

- To ensure that the cleaning schedule is complied with and carry out cleaning as required, including deep cleans termly
- Appropriate use of chemicals, cleaning equipment and PPE

Health and Safety

To report all accidents, unfit foods, faulty machinery and equipment to the Headteacher

Ensure the kitchen is kept clean and clear at all sites

Attend training sessions as required

Supervise the training needs of the catering team

Ensuring all opening and closing checks are undertaken daily and recorded

To be aware of and work in accordance with the school's child protection policies and procedures in order to safeguard and promote the welfare of children and to raise any concerns relating to such procedures which may be noted during the course of duty.

To be aware of and adhere to applicable rules, regulations, legislation and procedures including the School's Equal Opportunities Policy and Code of Conduct, national legislation (including Health and Safety, Data Protection).

To ensure appropriate use of all protective clothing (ie. Overalls, hats, gloves, footwear) as required by the task in hand

To ensure food hygiene certificates are current and in place (Level 2/Level 3)

To ensure allergen food hygiene certificates are current and in place

Team Leadership

- To hold regular team meetings/briefings with all catering staff and liaise with the School Business Manager as required
- To be responsible for providing cover within the catering provision, or provide cover yourself.
- To support with the recruitment and induction of new members of the catering staff
- To ensure staff are correctly trained on health and safety, including correct use of equipment and complete training records
- To monitor staff performance, providing training and development as necessary
- To participate in the professional growth strategy meetings of catering staff

Other responsibilities

- To take all necessary steps to ensure maximum security of kitchen supplies, equipment and monies
- To undertake the appropriate promotion and marketing of the catering service , including promoting the café and increasing footfall to the café both on a day to day basis and for Birthday parties and other events created
- To identify and recommend improvements and cost savings to the benefit of the school
- Be able to make decisions on the job for example when a child is unhappy with the meal they have chosen and need something else to eat.
- Schools are a dynamic and ever changing environment with daily adaptations need in order to best support pupils. Therefore the kitchen manager is expected to be able to adapt to situations as they arise, be flexible and prioritise workload effectively.
- The above duties are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

Support the school by

- To maintain confidentiality of information acquired in the course of undertaking duties for the school.
- To ensure that all duties and services provided are in accordance with the school's Equal Opportunities Policy

- The post holder is responsible for his/her own self-development on a continuous basis.
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- Being aware of and complying with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, and reporting all concerns to an appropriate person
- Contributing to the overall ethos/work/aims of the school
- Appreciating and supporting the role of other professionals
- Attending relevant meetings as required
- Participating in training and other learning activities and performance development as required

Expectations of Applicants:

1. Treat people fairly, equitably and with dignity and respect to create and maintain a positive culture.
2. Work as a positive team player, demonstrating mutual respect and integrity for others whilst maintaining open and effective communication at all levels in the School.
3. Develop and maintain a culture of high expectations for self and others and take appropriate action where necessary.
4. Regularly review own practice.
5. Maintain high standards of professional conduct and personal appearance.

Notes: This job description may be amended at any time in consultation with the postholder

PERSON SPECIFICATION

	Essential	Desirable
Qualifications	* GCSE Grade 4/C (or equivalent) in English and Maths. * Level 3 Award in Hospitality Supervising/Catering (or equivalent). * Level 3 Award in Food Safety for Catering.	* Level 4 Award in Managing Food Safety. * Relevant qualification in SEND, coaching, or vocational training. * Allergen management certification.
Experience	* Managing a commercial or institutional kitchen environment. * Supervising, scheduling, and training kitchen staff or trainees. * Budget control, stock management, and menu planning. * Customer service in a front-of-house or café setting	* Working with young people with Autism (ASD) or Moderate Learning Difficulties (MLD). * Delivering vocational training or mentoring in a kitchen environment. * Managing school catering operations under UK school food standards.
Knowledge	* Deep understanding of Food Safety, HACCP, and COSHH regulations. * Knowledge of allergen legislations and cross-contamination prevention. * Understanding of inclusive practice and adapting tasks for varied abilities. * Knowledge of childhood safeguarding requirements (KCSIE framework).	* Understanding of Education, Health and Care Plans (EHCPs) and SEND legislation. * Knowledge of UK School Food Standards and nutritional guidelines. * Proficiency in kitchen management ICT software and digital point-of-sale (POS) systems.
Qualities and Skills	* Outstanding organizational and kitchen-logistics skills. * Ability to switch fluidly between commercial speed and patient training. * Excellent verbal communication adapted for both the public and SEND pupils. * High emotional resilience, patience, and a flexible approach to daily routines. * Strong collaborative team player.	* Advanced skills in adapting culinary tasks into structured, step-by-step learning modules. * Ability to de-escalate stressful situations in a high-pressure kitchen environment.



HOW TO APPLY

Please apply via the link on My New Term. This link will also be on the school website. Applications will only be considered on the school application form with an optional covering letter.

All candidates are advised to refer to the job description and person specification before making an application.

In fulfilling its aims and objectives, Combe Pafford actively seeks to achieve equality of opportunity and treatment for all members of the school community. We will continuously strive to ensure that everyone is treated with respect and dignity. Each person in our school will be given fair and equal opportunities to develop their full potential regardless of their gender, ethnicity, cultural and religious background, sexuality, disability or special educational needs and ability. The school works actively to promote equality and foster positive attitudes.

Combe Pafford is committed to combatting all forms of discrimination by implementing positive policies and practices in compliance with the Equality Act 2010.

Any offer of employment to this role will be subject to receipt of a satisfactory enhanced disclosure from the Disclosure Barring Service, Children and Adult Barred List Checks, Section 128, identity checks, medical clearance, proof of relevant qualifications, satisfactory references and eligibility to work in the UK checks. Shortlisted candidates will be subject to an online search and required to complete a self-declaration of their criminal record at their interview.

All members of staff are expected to promote and safeguard the welfare of students in accordance with Keeping Children Safe in Education, including maintaining clear professional boundaries in all relationships. We strive for excellence and encourage our staff to aim high, making positive impacts through their clear focus and professionalism.

If you believe you are the right person for our role then we would love to hear from you.

If you have any further questions about this role, please liaise with the Deputy Headteacher on jmcveigh@combepafford.torbay.sch.uk or by telephone on 01803 327902