



A MOORLANDS LEARNING TRUST ACADEMY

Recruitment Pack

Catering Supervisor

Start date: September 2026

Full Time, Permanent, Term Time plus 5 days



Vision

Together we belong, develop character and achieve excellence



Values



Responsibility



Kindness



Resilience

Curriculum Intent



Promotes a love of learning and provides an environment for all students to succeed in, whatever they aspire to do.



Places high value on the breadth, acquisition, retention and application of knowledge.



Enriches and bridges gaps in cultural knowledge.



Administrator

Location: Rawdon, Leeds

Contract: Permanent

Start Date: September 2026

Closing Date: 8am on Wednesday 5th August 2026

Salary: £22,001 - £22,350 working term time only plus 5 days

We are seeking a Catering Supervisor to contribute to the delivery of high-performing, flexible and effective administrative services that meet the needs of the school.

Benton Park School is a thriving, inclusive comprehensive school located in Rawdon, on the outskirts of Leeds. With over 1,500 students—including a vibrant Sixth Form of over 200—we are proud to serve a diverse and supportive local community. Our recent move into a £28.5 million state-of-the-art building has created an inspiring environment for learning and working, underpinned by cutting-edge classroom technologies.

As part of the Moorlands Learning Trust, we are committed to delivering a truly aspirational education for all. Our school vision—"Together we belong, develop character and achieve excellence"—captures our belief in the power of community, personal growth, and high achievement. We are proud to be a school that goes from strength to strength, with good behaviour and attendance and strong outcomes and destinations for our students.

Our values—Kindness, Resilience, and Responsibility—shape our culture and guide every interaction. They underpin our commitment to developing confident, compassionate, and capable young people who are ready to make a positive contribution to society.

We celebrate the importance of community through a rich calendar of events that bring our school to life. Highlights such as Live in LS19 music festival, Enterprise Day, Sports Day, and our school performances provide students with opportunities to showcase their talents, develop leadership and teamwork skills, and build lasting memories. These events unite students, staff, families, and the wider community, reinforcing our ethos and strengthening the sense of belonging that defines Benton Park.

Our curriculum is broad, balanced, and enriched by opportunities for personal development, leadership, and community engagement—including strong partnerships with local primary schools through the Aireborough Learning Partnership Trust. We also take pride in our unique morning meeting structure, our strong pastoral care, and our relentless focus on effective teaching and mentoring, which together ensure excellent outcomes and a strong sense of connection for every student.

Benton Park is more than a school—it's a place where students grow, belong, and flourish.



About Benton Park School

Benton Park School is a popular and oversubscribed comprehensive school located to the north-west of the vibrant and diverse city of Leeds. We are proud to serve a wide catchment area including Rawdon, Yeadon, Calverley and Farsley as well as areas further into Leeds and Bradford. Our families are incredibly supportive, and we work closely with a number of local primary schools through strong partnerships, including our work with the Aireborough Learning Partnership Trust.

We are fortunate to have benefited from a £28.5 million investment in our premises, resulting in a state-of-the-art learning environment that inspires both students and staff. Our bespoke Sixth Form centre has been extensively refurbished to create a welcoming and aspirational space for post-16 study, and our Sixth Form continues to grow in strength and popularity.

Our vision—"Together we belong, develop character and achieve excellence"—drives every aspect of our work. It is supported by our core values of Kindness, Resilience, and Responsibility, which underpin our inclusive ethos and commitment to developing well-rounded, confident young people. Our Personal Development Curriculum places a strong emphasis on mental health and wellbeing, helping students to build the skills and character needed for success in life beyond school.

We believe in celebrating success and fostering a culture of inclusivity and positivity. Our rewards system recognises students who go above and beyond, and our philosophy—a busy student is a successful student—is reflected in the wide range of enrichment opportunities we offer. These include lunchtime and after-school clubs, educational visits both in the UK and abroad, and a thriving Duke of Edinburgh Award programme.

Community events are central to our school identity. Annual highlights such as Live in LS19 music festival, Enterprise Day, Sports Day, and our school performances bring our community together, showcase student talent, and reinforce our values in action. These events help build character, confidence, and a strong sense of belonging—making Benton Park not just a place to learn, but a place to grow and thrive.



Welcome from the Headteacher



Thank you for your interest in joining Benton Park School.

As a Catering Supervisor, you would play a vital role in supporting our vibrant school community and helping to shape a strong, positive, and successful learning experience for all students. Your contribution would be part of a wider team effort that ensures every child feels safe, supported, and ready to thrive.

We are looking for a highly motivated, positive colleague who can contribute to maintaining excellent standards in all areas of school life. A team player, you will have the ability to form high-quality relationships with staff, students, and families alike.

Benton Park is a thriving, inclusive and oversubscribed comprehensive school located in Rawdon, on the outskirts of Leeds. We serve a diverse and supportive community and we are proud to recognise and celebrate this. Our school is proud to be part of the Moorlands Learning Trust, and we continue to go from strength to strength—with excellent behaviour, great attendance and strong outcomes and destinations for our students.

Our vision—"Together we belong, develop character and achieve excellence"—drives every aspect of our work. It is underpinned by our core values of Kindness, Resilience, and Responsibility, which shape our culture and guide every interaction. We are proud to have received national recognition for our inclusive and values-driven approach, including the RED Award for Diversity and Inclusion and the UK Gold Feminista Award for promoting gender equality and student voice.

We take an evidence-informed approach to school improvement. There are no gimmicks or silver bullets—just a relentless focus on doing the simple things well, every day. Our 'warm-strict' approach instils strong learning habits and helps students become better qualified, more successful, and happier. We expect students to follow routines, wear their uniform with pride, and be fully engaged in their learning.

Our curriculum is designed to ensure students know and remember more as they progress, with clear Learning Journeys and Progression Models that promote mastery and a love of learning. We place high value on the breadth, retention, and application of knowledge, and actively work to enrich and bridge gaps in cultural capital.

We also celebrate success at every opportunity. Our positive rewards culture recognises students who go above and beyond, and our philosophy—a busy student is a successful student—is reflected in our wide range of enrichment opportunities. These include lunchtime and after-school clubs, educational visits in the UK and abroad, and a thriving Duke of Edinburgh Award programme.

Community events are central to our identity. Annual highlights such as our music events including our Live in LS19 festival, Enterprise Day, Sports Day, and our school performances bring our community together, showcase student talent, and reinforce our values in action. These events help build character, confidence, and a strong sense of belonging.



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Our Personal Development Curriculum places a strong emphasis on mental health and wellbeing—ensuring students are equipped not only for academic success but for life beyond school.

Joining Benton Park means becoming part of a school that is ambitious, inclusive, and deeply committed to making a difference. We look forward to welcoming a new colleague who shares our values and wants to contribute to our continued success.

Mr N Skilton
Headteacher



Teaching and Learning at Benton Park

I Do, We Do, You Do

Our teaching model is built around Rosenshine's Principles of Instruction and follows I Do, We Do, You Do. Teachers ensure that they model excellence before scaffolding and guiding students to produce the best quality work possible. This enables students to then produce outstanding work during their independent practice.

Learning Journeys and Progression Models

All of our teaching is built around our Learning Journeys and Progression Models. We believe that students should 'master' their learning and, in doing so, know and remember more. Our subject areas have developed high-quality and effective Learning Journeys and Progression Models to support this and ensure there are opportunities for immediate and effective feedback.

Subject Specialism

We use every opportunity to connect students with subject specialists both inside and outside the school. The through-school approach helps us to offer students the chance to see their learning through the eyes of experts and to experience learning which has been developed and delivered by specialists.

Professional Development

Developing our staff is incredibly important to use. All staff have access to professional development across the school calendar. We believe that the best professional development is not a one-off event but a process. To support the development of teaching across the school we use Teaching Walkthrus. Many of our staff also access external courses including NPQs.

Benton Park Fundamentals

At Benton Park, we build our teaching around some crafted fundamentals to support teaching and learning. We explicitly teach these to our students to ensure that learning time is maximised and that transitions are effective. We pride ourselves on support all learners, including our most vulnerable, having access to the highest quality support through these fundamentals

Reading

Reading, and literacy, form central pillars of our approach with students. Students have the opportunity to be read every morning to develop their reading and also their cultural capital. We expect every member of our School community to talk in full sentences at all times to support our drive for improved oracy and, subsequently, literacy levels.



Job Description

Role	Catering Supervisor
Allowances:	SCP 5-6
Responsible to:	Head Chef
Line Manage:	General Kitchen Assistant
Review Date:	September 2027

Purpose of the Job

- Responsible for all aspects of managing the day to day safe and effective operation of the Sixth Form Café, providing excellent customer service and ensuring high standards at every stage of the catering process from food prep and storage to service.
- The post holder will be instrumental in driving sales and controlling costs to ensure the economic viability of the café as a standalone entity

Responsibilities

- To work alongside the Head Chef to support the delivery of excellence in terms of quality, presentation and service of food to internal and external customers.
- Operational responsibility for the effective management of the Sixth Form Café, including menus and promotions to encourage operational turnover.
- Strategic responsibility for the financial forecasting and economic viability of the Sixth Form Café
- To provide day to day operational management of the food preparation and food service including effective deployment of staff to ensure deadlines are achieved.
- To ensure quality delivery in a fast-paced environment with tight deadlines at break and lunchtimes ensuring students and staff have a positive catering experience.
- Oversee the planning, production and presentation of food products to the highest quality standards, ensuring safety and efficiency throughout.
- To contribute to the development of creative, competitive and attractive offerings in the Sixth Form Cafe ensuring quality, consistency, choice and value within statutory guidance for schools.
- To use initiative and expertise to overcome any issues arising from the delivery of menus to ensure that this does not impact on service or profitability.
- Support the Head Chef with the development and implementation of new promotions and initiatives within the Sixth Form Café
- Attend and contribute to catering meetings.
- Actively contribute to new initiatives to improve the efficiency and effectiveness of the service, including new ideas and food policies to support the raising of standards in the school and the community which it serves.
- In conjunction with the Head Chef seek opportunities to develop the business and achieve challenging financial targets. This may include leading on events outside of the normal school service.
- Have a sound working knowledge of all catering legislation, and work with the Head Chef to ensure that we are fully compliant and where necessary taking proactive steps to ensure we offer a safe and quality product and service.



Additional duties

- Undertake occasional lunchtime, break time or after-school duties as requested.
- Be first-aid trained and mental health first-aid trained.
- Support and promote the school's policies on diversity and equality of opportunity.
- Be aware of and comply with policies and procedures relating to child protection and safeguarding, ensuring all concerns are reported appropriately and in a timely manner.
- Be aware of and comply with policies and procedures relating to data protection and the security and confidentiality of data.
- Undertake any other duties commensurate with the grade of the post.

Variation in Role

Given the dynamic nature of the role and structure of Benton Park School, it must be accepted that, as the school's work develops and changes, there will be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time, commensurate with the grading level of the post and following consultation with the post holder.

Health and Safety

The post holder will make themselves familiar with the requirements of the Health and Safety Policy which are relevant to their work.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.



Person Specification

Attributes	Essential	Desirable	How Identified
Qualifications	• Qualification in Food hygiene or Level 1 Award in Food Safety • Intermediate Food Hygiene Certificate or Level 2 in Food Safety • Thorough knowledge of all aspects of Food Safety	• GCSE grade C or equivalent in English, Maths • Practical catering qualification at a national level (NVQ2 or 3 BTEC) • Awareness of Nutritional standards applying to schools and the importance of providing healthy food to young people	• Application • Certification • Interview
Experience	• Significant catering experience delivering food to a high standard in a high-volume quality eatery / bakery • A knowledge and understanding of working with budgets • Experience of working in a time pressured environment • Thorough knowledge of all aspects of Food Safety • How to deliver the highest-level customer service skills	• Experience of contributing to the development of menus. • Experience of leading, motivating and managing others within a kitchen • Basic knowledge of operating catering specific computer software systems i.e. Cashless Catering system	• Application • Interview • References
Knowledge and skills	• Highly effective interpersonal skills • Demonstrate great attention to details • Capacity to evaluate and improve • Ability to train and support staff with food preparation • Able to think logically and calmly when under pressure • Teamwork and collaboration	•	• Application • Interview • References



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	• Able to keep accurate & appropriate records		
Character	• Be innovative, creative and passionate about food and food service • Good sense of humour & ability to maintain a sense of perspective • in all working conditions • Honesty, trustworthiness and integrity • Flexible approach to working out-of-hours including evenings and • occasional weekends	•	• Application • Interview • References

We are actively committed to safeguarding and promoting the welfare of our pupils and expect all staff and volunteers to share this commitment. All appointments will be made subject to an enhanced DBS disclosure.

We promote diversity and want a workforce which reflects the population of Leeds.



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