

CATERING MANAGER

Actual salary: £30,043 - £34,332 based on 37 hours per week, term-time only (37 weeks pa), plus 75 additional hours to be worked flexibly across the academic year.

Support staff scale 5, points 23 – 28 inclusive, £34,206 - £39,089 Full Time Equivalent.

*Pay award pending.

To start 27 August 2025.



JOB PURPOSE

We are looking for a Catering Manager to join a strong and supportive team who take pride in the service they offer to our students and staff. The Catering Manager will be responsible for ensuring the smooth running of the catering service within the Rutland and District Schools' Federation which consists of Catmose College, Harington School and Catmose Primary, all located within one mile of each other.

Typical working hours are Monday – Friday 7.30am to 3.30pm, however the actual working pattern is negotiable and can be discussed at interview. We are also looking to offer one week's handover in the summer term with the current postholder.

The successful candidate will be responsible for all aspects of our catering service, which include leading the catering team to ensure that our food is delicious, within a balanced budget and the kitchen is compliant with health and safety policies and procedures.

Flexibility, a sense of humour, and the ability to communicate effectively are essential characteristics for this role.

Staff are able to enjoy many additional benefits that come as part of working within the Federation. These include, amongst others:

- A commitment to continued professional development.
- Priority admission for children of staff to the College and Primary.
- Outstanding facilities.
- A broad range of opportunities to engage in extracurricular trips and activities.
- Highly rated average final salary Government Pension Scheme.
- A subsidised restaurant, refectory and orangery.
- Complimentary lunch on staff training days.
- Cycleshare scheme salary sacrifice for bike purchases.
- Free parking.

We are committed to being an inclusive employer and welcome applications from candidates looking for a variety of flexible working arrangements.

If you have any questions regarding the role, please contact Emma Dilks who is the Finance Director and line manages catering, she may be contacted via email:

edilks@catmosecollege.com

The Federation is committed to safeguarding and promoting the welfare of all students in our care and expects all staff to share this commitment. We provide safeguarding training to all staff on an annual basis, and all staff are responsible for ensuring safeguarding, health and safety policies are

implemented in line with Federation policy and current legislation. Please familiarise yourself with our Safeguarding Policy, available online at www.rutlandfederation.com/policies.

This position advertised is a 'regulated position' which means it will involve regular contact with children and young people; under the Safeguarding Vulnerable Groups Act 2006 it is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children. This position is also 'exempt' from the Rehabilitation of Offenders Act 1974.

HOW TO APPLY

Application forms and information are available online at www.rutlandfederation.com or by emailing office@rutlandfederation.com

- You should write a letter of application on no more than 2 sides of A4.
- You should complete all sections of the application form.
- On the form clearly state the names, addresses, telephone numbers and e-mail addresses of two professional referees; it is our usual practice to ask for references before shortlisting and always to ask for references before interviews.
- It is a condition of employment that you can provide proof of identity and qualifications gained.
- **Applicants must be willing to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Service.**
- Further information is within our Staff Recruitment Policy which can be found online at www.rutlandfederation.com/policies

Please note that due to the high number of applications we receive for positions, your application is unlikely to be considered if you do not follow these requirements. CVs are not accepted. You should send your application to Stuart Williams, Executive Principal, Catmose College, Huntsmans Drive, Oakham, Rutland, LE15 6RP by 9am on Monday 2 June 2025. Applications can also be emailed to office@rutlandfederation.com