

**PAGET HIGH SCHOOL**

**CATERING  
MANAGER**

[www.paget.staffs.sch.uk](http://www.paget.staffs.sch.uk)

**APRIL 2026**

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[office@paget.staffs.sch.uk](mailto:office@paget.staffs.sch.uk)

Burton Road, Branston, Burton-on-Trent

# CATERING MANAGER

**Part Time 35 hours - Term Time only + 2 inset days**

**Salary - Grade 5 SCP 7 - 9 £26,403 - £27,254 FTE Pro Rata (£21,244 - £21,929)**

**April 2026**

We are seeking a dedicated professional, driven by a passion for delivering quality food and service, to provide strong leadership within our catering provision. In this key role, you will oversee the day-to-day management of the kitchen, ensuring the delivery of nutritious, well-balanced meals while maintaining the highest standards of food safety, hygiene, and efficiency. You will play a vital part in supporting the school community by creating a positive dining experience for all students and staff.



## OUR SCHOOL COMMUNITY

Paget High School is situated in the Branston area of Burton upon Trent, with easy links to the A38. Our well maintained and equipped buildings are set in beautiful grounds.

We serve a diverse community of approximately 700 students in Years 7-13.

Judged 'Good' by Ofsted in 2023, the governors and leadership team are determined that our students receive the best possible education.

We provide our staff with excellent ongoing professional development and are careful to consider wellbeing in our decision making.

You can expect excellent line management, coaching and mentoring, and a close and effective working relationship with Heads of Year.

# HOW TO APPLY

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You are welcome to have an informal conversation with a member of the team prior to applying, although this is not a requirement.

Contact [office@paget.staffs.sch.uk](mailto:office@paget.staffs.sch.uk) if you would like to arrange a visit.

Complete your application through the TES. Ensure that you have not omitted any information. CVs will not be considered.

In support of your application, please use the supporting statement to describe how you meet the person specification, and how you would help us to ensure that all students receive the best possible education.

This statement should be no more than 1000 words.

## **Indicative Timetable**

Closing Date: 12th April 2026

*Paget High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to satisfactory references, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.*

*We will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.*

# JOB DESCRIPTION

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## **Purpose**

Delivery of high standards of service.  
Skilled preparation and cooking activities, including special dietary meals.  
Provision of a high quality, choice and variety product range to achieve maximum sales.  
Monitoring and evaluation of performance.  
Maintenance and development of systems to ensure the smooth running of the catering service.

## **Communication**

Liaise with students, staff and external catering agencies.

## **People Management**

To comply and engage with people management policies and processes  
Contribute to the overall ethos/work/aims of the school.  
Establish constructive relationships and communicate with other agencies/professionals.  
Attend and participate in regular meetings  
Participate in training and other learning activities and performance development as required.  
Recognise own strengths, areas of expertise and use these to advise and support others.

## **Financial Support**

Management of costs to achieve trading surplus.  
Maintenance of records and controls as required by Catering Services.  
Adjustment of staffing levels of income.  
Responsibility for the ordering, receipt and storage of supplies  
Personally accountable for delivering services efficiently, efficiently within budget and to implement any approved savings and investment allocated to the service area.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This job description is current at the date shown but, in consultation, may be changed by the Head Teacher to reflect or anticipate changes in the job commensurate with the grade and job title.

# PERSON SPECIFICATION

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## **Experience**

Experience of management of resources and staff in a large scale catering operation.  
Proven ability to work to budgets and achieve cost ratios.  
Delivery of an effective operational catering service to meet customer and client need.  
A proven track record of maximising scales.

## **Qualifications/Training**

NVQ 2 in Catering (or recognised equivalent qualification)

## **Knowledge and skills**

Excellent communication, organisational and administrative skills.  
A sound business sense and strong commercial awareness.  
Full working knowledge of relevant policies/codes of practice/legislation.  
Able to work constructively as part of a team and on own initiative.  
Able to organise, lead and motivate other staff  
Demonstrate the understanding and ability to maintain a safe and hygienic working environment.  
Good understanding and ability to use specialist equipment/ resources.

## **Personal Qualities**

Acts with integrity, enthusiasm and resilience.  
Reflective and open to support.  
Forms and sustains positive relationships with students and colleagues.  
Prioritises, plans and organises themselves and others.  
Methodical with a good attention to detail.