

Recruitment Pack

Catering Manager – Secondary Academy

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I believe that our greatest strength is the integrity and passion of all our staff.

Steve Evans
CEO Polaris Multi-Academy Trust

Welcome



Welcome to the Polaris Multi-Academy Trust

Polaris Multi-Academy Trust, where our guiding principle is inspired by the North Star. Just as Polaris has served as a beacon for explorers throughout history, our Trust is committed to guiding our schools, our people, and our children and young people towards excellence and purpose. Our mission is to create a culture that enables everyone in the Trust to be the best they can be, while celebrating the unique identity of each school as the foundation for success.

At Polaris, we value high expectations, honesty, compassion, and fairness. We foster curiosity and a love of learning, encouraging everyone to embrace new ideas and opportunities. Our vision is clear: everyone in the Trust will develop the confidence, resilience, and aspiration to reach their full potential. We provide a broad and balanced education that inspires future generations and instils a lifelong love of learning.

Our support structures are designed to empower school leaders and staff. From governance and school improvement to finance, HR, estates, IT, and catering, we deliver comprehensive services that reduce workload, enhance efficiency, and provide excellent service. We place strong relationships, transparency, and clarity at the heart of everything we do, ensuring that our resources are aligned with the needs of our schools.

We are also deeply committed to professional development and collaboration. Through CPD programmes, networking opportunities, and trust-wide initiatives, we invest in the growth of our staff and the continuous improvement of our schools. Our approach is research-informed and impact-driven, with a clear focus on succession planning and talent retention.

As we continue to grow, we do so with both care and ambition, ensuring our expansion strengthens sustainability, supports academic success and wellbeing, and enhances our strong regional presence and reputation.



Steve Evans

CEO Polaris Multi-Academy Trust

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***“Principles are
the basis for
developing a vision
and value system
for all.”***

Visions & Values

Our Mission

- To create a culture that enables everyone in the trust to be the best they can be
- To ensure that each school's unique DNA is used as a platform for the success of the children and young people we educate and care for

Our Vision

- Everyone in the trust has the confidence, resilience and aspiration to reach their potential

Our Values

- We have high expectations
- We are honest, compassionate and fair
- We are curious, we embrace learning and new ideas

The Polaris Family



Schools within the Polaris Multi-Academy Trust



Field Lane Primary
Rastrick



The Polaris Family



Our schools are located across West Yorkshire.

Staff from across the Trust can share expertise, practice, and resources because of the close proximity of each of our schools. Our schools are accessible from Junctions 24 and 25 of the M62, and is just 25 minutes from Leeds and 35 minutes from Manchester.



A photograph of three office workers in a hallway. On the left, a woman with long brown hair, wearing a black blazer over a leopard-print top and skirt, is pointing at a tablet. In the center, a woman with long blonde hair, wearing a grey blazer over a white collared shirt and a lanyard with a badge, is smiling. On the right, a man with a beard, wearing a blue checkered blazer, is looking towards the women. The background shows a wooden door and a grey wall.

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We have a happy workplace. The group of staff have moulded together well and we have fun while we are here.

Carole - Payroll Manager

What's it like to work for our Trust?

Our Trust has a reputation as an outstanding employer. This great reputation is built on the culture of support we offer our team. We have an outstanding induction programme, that will ensure that you make a great start to your career with us.

As well as the training highlighted above, our Trust offers apprenticeships in a wide range of areas of the business, from Site and Facility roles to Administration and Finance.

We work closely with Teaching School Hubs and other Initial Teacher Training providers to enable staff to train to teach. We always promote and provide opportunities for our staff to work together and collaborate. This commitment comes from our belief that we can all benefit from each other's experience and expertise, in turn this team approach helps ensure that you feel listened to, valued and supported.

We pride ourselves on staff wellbeing being at the centre of Trust and our School Leaders decision making, this why we work hard to ensure that staff know they are appreciated and rewarded for the excellent work they do.



What's it like to work for our Trust?

The Trust Central Team supports our schools and employees through the running of a high-quality services, designed to deliver you important information to your fingertips. This includes integrated payroll that enables you to view and store all your salary documents digitally on your phone. The Trust's HR support dovetails with this easy to reach approach, ensuring that if/when you need more advice and guidance, it's there for you when you need it.

The communities we serve have individual identities which reflect our vision for celebrating the uniqueness of each school in our Trust. Our schools have the autonomy to learn, explore and develop their practice, led by committed and highly skilled Heads of School. Alongside this autonomy, our schools are committed to collaboration and the sharing of resources and best practice.

The Polaris Multi Academy Trust is committed to recruiting staff who are passionate about providing every child and young person the opportunities and experiences, that give our children and young people the skills, knowledge and confidence to reach and go beyond their potential.





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Our Benefits

and why they matter

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The CPD on offer at the Trust is second to none.

Johnny - Assistant Site Manager

The Polaris Multi-Academy Trust is a great place to work and we really hope you'll agree. In addition to your competitive salary and a talented team of colleagues to work alongside, we offer a wide range of benefits to save you money, keep you healthy and help you enjoy your time at work. You'll also find plenty of opportunities to develop and progress your career at the Polaris MAT. We strive to develop and promote our own. We encourage professional development and promote internal growth, but not just upwards. We want you to have the chances to move into broader roles across our Trust and into different areas.

Professional Development opportunities

We offer regular training and access to a range of internal and external programmes tailored to your learning throughout your career, including NPQs and other professionally accredited qualifications. There are opportunities for career progression with your home school or in other schools across the Trust as well as opportunities to move from our support team to a teaching role.



Professional Development
Opportunities



Opportunities for
Progression



Performance Management
Process

Benefits

Financial

We offer a competitive salary for both teaching and support staff, whereby pay progression is possible on an annual basis.

Access to and auto enrolment into a highly attractive pension plan for all staff.



Pension



Competitive Salary

Wellbeing

A generous holiday allowance for support staff and all our school calendars are designed to fit well with the 1265hrs allowance for teachers.

Training day events specifically designed to support staff wellbeing.

Staff feedback events designed to enable you to share how we can be even better at what we do.

Access to the cycle to work scheme.



Wellbeing



Flexible Working

Benefits

Facilities

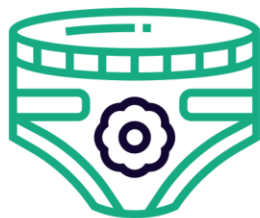
We have great school buildings with well-maintained and modern facilities.

On-site catering with great food, reasonably priced for staff.

Free car parking at every school.

Access to the fantastic Rastrick High School gym on weeknights.

Preferential access and a discounted rate to the outstanding Smarties Nursery based in Rastrick.



Discounted Nursery



On-site Gym



On-site Parking



On-site Catering



Modern Facilities

Benefits

Rewards & Recognition



YouStar is the home of employee benefits, to recognise and reward our staff. With access via the app, staff can save or say "thank you" on the go.

Save money with exclusive employee discounts

The **SmartSpending™** app gives staff access to YouStar discounts and offers on the go. Browse the deals of the week and top offers to see what's available, or search by retailer or category to find the retailers and discounts you're looking for. Staff can also click the star at the top of any retailer page on the app to make them your 'favourite,' then you'll be notified when they go on special promotion.



Sometimes recognition just can't wait!

Through **Connect+** app staff are able to say "thank you" or recognise a colleague for a job well done, anytime and anywhere.

Job Description

Job Title	Catering Manager (Secondary Academy)
Reporting To	Trust Catering Manager
Scale / Salary Range / Contract	NJC 23-28 £34,434 - £39,152 FTE Actual Salary £30,195 - £34,333 per annum Full Time, TTO plus 5 days
Responsible For	Academy Catering Team

Core Purpose

To support the Trust Catering Manager in the provision of an effective and efficient food service and front of house catering team at Rastrick High School.

Assist the Trust Catering Manager to consistently deliver the highest standard of food offering to students, staff, parents and visitors whilst complying with nutritional standards, health improvement initiatives.

Support the school's curriculum activities.

Responsibility for leading and the managing of the on-site catering team.

Key Accountabilities (and specific duties/responsibilities):

- In conjunction with Trust Catering Manager, develop a food offering within the Trust that promotes and encourages healthy eating habits through Revolutionary menu planning with a focus on seasonal ingredients.
- Effectively control portion sizes and food production to minimise waste while staying within budget constraints.
- Serve as the head chef at the academy, overseeing culinary operations for all services.
- In conjunction with the Trust Catering Manager, Utilise modern cooking techniques, prioritising fresh ingredients to create a wide array of dishes.
- Understand the needs and requirements of students, staff, visitors and parents.
- Support the training, growth, and motivation of the kitchen and catering team members.
- Advocate for efficiency, budget awareness, and alignment with Trust values.
- Demonstrate a positive working manner with an enthusiastic, committed and flexible attitude to effective teamwork.
- Ensure food stocks are kept to the appropriate level, raising purchase orders, placing orders with suppliers in line with Trust policy.
- Ensure deliveries and stock are stored correctly and rotated as per HACCP guidelines, adhering to manual handling procedures at all times.

Job Description



- Adhere to (and ensures that all staff comply with) operational procedures and ensures high standards of Food Safety and Safe Working Practices are maintained at all times.
- Pro-active in the on-site marketing of the service and delivering regular theme days whilst supporting any curriculum linked activities. Pro-active in supporting the school's requirements for Hospitality, Staff Meals, Breakfast Clubs.
- Achievement of targets in relation to food costs, staffing costs, sales, sickness absence management and customer satisfaction.
- Responsible for all food stocks, premise security and all catering service equipment.
- Manage effective communication between the catering team and wider staff.
- Support the school with food-related co-curricular activities.

Other Specific Duties:

- The Trust Central team are located on site at the Polaris Multi Academy Trust Offices. There will be a requirement for multi-site working at academy / school level, based on the needs of the Trust and requirements of the role.
- To attend team meetings and staff meetings and maintain confidentiality inside and outside the workplace.
- To continue personal and professional development as required.
- To actively engage in the performance review process.
- All support staff may be used to perform appropriate duties as and when required by the Trust, commensurate with the salary grade of that post if it is higher than the employee's current salary.
- To work in the best interests of the Trust, its pupils, parents and staff.
- To adhere to the Trust's policies and procedures with particular reference to Child Protection, Equal Opportunities, Teaching and Learning and Health and Safety.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. 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 with you, may be changed by the Trust to reflect or anticipate changes in the job commensurate with the grade and job title and/or Trust.

Person Specification

Job Title: Catering Manager (Secondary Academy)		
KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> • Possess GCSE qualifications, including a minimum of grade C / 5 in English and Maths. • Recognised Catering Qualification. • Level 3 Food Hygiene 	
Experience	<ul style="list-style-type: none"> • Experience of catering management within a large Educational based setting (3 years minimum) • Food safety management systems based on HACCP • Understanding of budgeting and principles of P&L • Leadership of a kitchen and / or catering team • Working in 'cook from fresh', high volume establishments • Working with special dietary requirements and food allergies • Financial processes such as raising purchase orders, placing orders and stock taking • Experience of delivering services to meet customer needs. • Experience of managing competing priorities and working to tight timescales 	
Knowledge & Understanding	<ul style="list-style-type: none"> • COSHH, H&S, manual handling, electrical safety • Sound knowledge of industrial / commercial catering operations • Numerate and literate • Microsoft Office, especially Excel and Word • Commitment to safeguarding 	<ul style="list-style-type: none"> • Strong understanding of current school food trends • Nutrition and its importance to developing healthy young people.

Person Specification

Personal Qualities	<ul style="list-style-type: none">• An excellent record of attendance and punctuality.• Ability to relate to and communicate with a wide range of people (staff, external contractors, external customers etc.) with a calm and courteous manner.• Self-motivation and personal drive to complete tasks to the required timescales and quality standards.• Desire to develop yourself.• Ability to receive and act on feedback.• Self-awareness.• Reliability and integrity.• Resilience and perspective.• Ability to work under pressure	<ul style="list-style-type: none">• Willingness to offer extra-curricular provision.
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