



Clayton St John C of E Primary School Recruitment Pack



Chef / Catering Manager - Permanent

To start January 2026

32.5 hours per week TT plus 2 weeks (40 weeks)

Scale: Band 7, SCP 11-17 -

Actual Salary: £21,802 - £24,034 per annum

Closing date: 9:00am, Monday 8th December 2025

Interview: Friday 12th December 2025

The journey starts here...



... at Clayton St. John

 THE CHURCH
OF ENGLAND
Diocese of Leeds

bdat
Bradford Diocesan
Academies Trust

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Dear Prospective Applicant,

Thank you for taking an interest in this role. This is an exciting opportunity for an outstanding candidate who is highly motivated with successful catering experience, to support our children with healthy and nutritious school meals.

The ideal candidate will have the skills and experience to plan and prepare school menus, using the school nutritional standards, manage a catering budget and have aspirations to develop further. We are looking for someone with enthusiasm for all aspects of school life. In return we offer you the opportunity to contribute to the future of Clayton St John CofE Primary.

Clayton St John CofE Primary is a 2-form entry Church of England Primary School and part of the Bradford Diocesan Academies Trust (BDAT), a growing, Christian, Multi-Academy Trust based in Bradford.

Clayton St John is a pupil-centred place of learning, fully committed to providing all the children in its care with the highest quality of education. Our goal at Clayton St John CofE Primary is to become an outstanding school that delivers educational excellence. You will be fortunate to work with a leadership team that demands the highest standards of teaching and learning and deliver this with commitment and enthusiasm. We are seeking to appoint an someone who has the drive and commitment to contribute to the success of our children.

Clayton St John is part of a Trust, a family of 21 schools. The 16 Primary schools have close working relationships supporting each other every day, you will become an integral part of the family. You will both support and be supported by the schools and the Trust central team both educationally and operationally, benefiting from the expertise within the Trust to challenge, support and give additionality.

This is an exciting opportunity for a talented and forward-thinking professional to make a sustained and substantial contribution to the growth and development of the school and the wider BDAT family.

We hope the enclosed information is helpful and encourages you to apply; we look forward to meeting you and reading your application.

Gemma Emsley

Gemma Emsley
Headteacher, Clayton St John CofE Primary School



Clayton St John C of E Primary School

Our school vision:
"Growing together in God's Love"

*"Give thanks the Lord, for he is good;
His love endures forever."
1 Chronicles 16-34*

Our vision and values are at the core of everything we do. They underpin our teaching and learning and provide an environment which prepares our pupils as confident, happy citizens.

Clayton St John 'School Values & Be Ready Values'

"Growing Together in God's Love"

To grow together we will follow Clayton St John's

Be Ready Values:

- Be Kind and Friendly
- Be Safe and Wise
- Be Truthful and Forgiving
- Have Courage and Respect



About BDAT

Clayton St John CofE Primary School is an academy within Bradford Diocesan Academies Trust. The successful candidate will be employed by BDAT although their main place of work will be at Clayton St John CofE Primary school. BDAT strives to be diverse and inclusive employer a place where we can ALL be ourselves. We encourage and welcome applications from everyone.

General Information and Background

Bradford Diocesan Academies Trust (BDAT) is a Multi- Academy Trust (MAT) supporting a number of primary and secondary academies in Bradford. BDAT is the only Church of England MAT operating in Bradford and is part of the Diocese of Leeds. BDAT is a charity, governed by a board of trustees who are responsible for, and oversee, the management of the company. The Memorandum and Articles are available on the Trust's website at www.bdat-academies.org.

Our Mission Statement

"The Trust's mission is to provide an education of the highest quality within the context of Christian belief and practice." We believe every child only has one chance at a good education.

In practice, as a Trust, we seek to work with and alongside the academies in our Trust to provide a good quality of education to all children in our academies. The Trust does this through operating a light touch support role for academies at times of challenge and by establishing collaborative structures and processes to enable them to work together and share good practices. As our family of academies continues to grow, we are constantly looking at how we can continue to improve to establish effective and efficient ways of partnership working. We believe this means we are big enough to achieve business economies of scale whilst being small enough to retain our family of schools approach where we are truly able to know, understand and support each other.

Our Christian ethos

BDAT is a proudly Christian organisation committed to providing high-quality education for all within an ethos which encourages academic, vocational, mental, physical, and spiritual opportunities and development for each member of its academies. Whilst robust Christian principles underpin the work of the academy, everyone is encouraged to explore their own spirituality and to recognise and understand that of others. It is for this reason that we choose to support and sponsor Non-Church of England academies, as well as those within the faith.

ICARE

At BDAT we have considered the importance, effectiveness and sustainability of how we tackle issues like racism and other types of discrimination across all areas of our MAT and within each of our schools. We have led a Trust wide consultation to ensure we understand what we mean by inclusion and to look at what we can do differently centred around the Trust values: "ICARE". To download our ICARE consultation documents please [click here](#)

BDAT People: Our Faculty of Professional and Career Development

The BDAT Faculty of Professional and Career Development brings together into a single entity all that we currently do to recruit, develop and retain our staff. The Faculty provides the strategic direction to ensure that our professional and career development supports school improvement and drives our vision of BDAT as an employer of choice. By bringing all our work in this area under 'one umbrella' it ensures our staff know about BDAT's development offers and how they can be accessed. <https://bdat-people.org/>



Job Title: Chef / Catering Manager

Scale: Band 7, SCP 11-17

Actual Salary: £21,802 - £24,034

Hours: 32.5 hours per week TT plus 2 weeks

Approx hours: 7.30am – 2.30pm (30-minute break)

Job Purpose:

To be accountable for supporting the school in improving and developing a creative and high-quality food offer to staff and students. The role will involve contributing to the kitchen development, consulting on revenue and capital investment budgets for catering operations, menu planning and development and negotiating with suppliers.

Main Duties and Responsibilities:

ORGANISATION

- Take a lead role in supporting Clayton St John CE Primary School to encourage and implement healthy eating of both staff and students:
 - Provision of training, advice and guidance for staff and students including diet, nutrition, food safety and hygiene
 - Support with the development, implementation, monitoring and evaluation of Trust/School Food Policies
 - Provision of advice and guidance to the Senior Leadership Team on the creation of a welcoming eating environment that encourages positive social interaction
 - Ensure food services meet or exceed current DfE school food standards including Early Years
 - Monitor menus and food choices to inform policy development and provision
 - Ensure students have opportunities to learn about different types of food through the school's food offer in the context of a balanced diet
- Monitor food supplies so that sufficient stocks are maintained to meet the requirements of students and staff
- Ensure that deliveries of sales items are correctly recorded, stored and presented for sale
- Oversee the preparation and cooking of food in accordance with agreed menus to ensure that meals are prepared at the appropriate times
- Co-ordinate the preparation and clearing of the dining facilities in line with pre-agreed seating / serving plans
- Ensure meals are served at appropriate times and in the appropriate quantities / manner in order to meet customers' needs and agreed catering standards
- Ensure that a high standard of hygiene is maintained in the kitchen and that all catering assistants understand and apply basic food hygiene principles



ADMINISTRATION

- Order sufficient food supplies so that the dietary and nutritional requirements of students and staff are met
- Check deliveries to ensure the quality and quantity of supplies comply with the order and contract specification and resolve any routine related problems that arise
- Continually monitor and control financial and operational performance against agreed targets, highlighting variations, providing profit and loss analysis and responding promptly to resolve any issues that are raised
- Source new suppliers and negotiate best value prices
- Carry out routine administrative tasks required from time-to-time eg. checking off cleaning tasks on daily cleaning specification sheets.

RESOURCES

- Operate relevant equipment/ICT packages (e.g. MS Office, internet, intranet, E-mail)
- Supervise payment collection ensuring transactions are recorded and variations are resolved and recorded
- Manage catering budget and achieve agreed profit margins
- Provide advice, guidance and training to staff, students, and others in respect of diet, nutrition, food safety and hygiene

MANAGEMENT

- The management of all hygiene, health and safety policies and practices and COSHH regulations in line with the documented schedules, due diligence practices and HACCP
- Line manage catering staff ensuring the effective and efficient operation of the department and that each individual is effectively deployed
- Hold regular weekly team meetings with catering staff in order to address any issues arising and to bring these to an acceptable conclusion wherever possible
- Be responsible for the performance management and professional development of catering staff
- Be responsible for the recruitment and induction of new catering staff

General Requirements:

- Be committed to maintaining and developing the Christian character of the school.
- Fully supportive of our school's values and ethos.
- Be committed to the safeguarding and welfare of children.
- Be committed to Equality, Diversity and Inclusion.
- Willing to engage fully with the local community.



Personnel Specification

PLEASE NOTE: When completing your application please demonstrate evidence of impact for each of the attributes below as appropriate.

Qualifications	Essential	Desirable
A recognised catering qualification – City & Guilds 706/1 and 2 (Diploma in Professional Cooking) or NVQ level 3 or equivalent	✓	
Intermediate Food Hygiene certificate		✓
First Aid at Work		✓
Experience & Skills	Essential	Desirable
Management experience within a catering establishment,	✓	
Experience within all areas (main courses, vegetables and desserts) of a catering establishment.	✓	
Experience of planning and working with a menu cycle.	✓	
Experience of managing staff.	✓	
Understanding of and commitment to following all safeguarding procedures of the school.	✓	
Experience of working in an education setting.		✓
Experience of working within nutritional standards for schools.		✓
Experience of working with children.		✓
Good communication skills.	✓	
Training	Essential	Desirable
Willingness to undertake specific training relating to nutrition and legislative guidelines.	✓	
Willing to undertake any relevant school training and attend courses.	✓	
COSHH	✓	
Special Knowledge	Essential	Desirable
A sound understanding of budgeting principle	✓	
Ability to use Microsoft Office applications	✓	
Able to demonstrate excellent food preparation and presentation skills	✓	
Able to manage the financial aspects of the catering operation	✓	
Understanding of the practical implications of regulations and legislation in relation to health and safety and hygienic work within a catering service	✓	
Knowledge of government recommended nutritional guidelines		✓
Ability to maintain confidentiality and understand data protection.	✓	



... at Clayton St. John

Personal Circumstances	Essential	Desirable
Flexible in terms of working evenings on occasion in line with school calendar	✓	
Eligible to work in the U.K.	✓	
No contra-indications in personal background/criminal record indicating unsuitability to work with children/young people	✓	
To grow together we follow Clayton St John's Be Ready Values: • Be Kind and Friendly • Be Safe and Wise • Be Truthful and Forgiving • Have Courage and Respect	✓	
Disposition/Attitude	Essential	Desirable
Able to manage and work constructively as part of a team.	✓	
Able to work on own initiative.	✓	
Ability to drive and enthuse staff	✓	
Reliable, dependable and calm in difficult circumstances.	✓	
Ability to relate well to pupils and adults	✓	
Demonstrate s a commitment to achieving the goal of healthy eating for all pupils	✓	
Be willing to be supportive of the Christian Ethos and distinctive nature of our church school.	✓	
Practical / Intellectual Skills	Essential	Desirable
Punctual, reliable and trustworthy.	✓	
Able to manage time effectively.	✓	
To be thorough and pay attention to detail.	✓	
Physical / Sensory	Essential	Desirable
Must be able to perform all duties and responsibilities in work location with reasonable adjustments where appropriate	✓	
Equality & Safeguarding	Essential	Desirable
Candidates should indicate an acceptance of, and a commitment to, • the principles of the school's equal opportunities policies and practices as they relate to employment issues and to the delivery of services to the community.	✓	
Be committed to Safeguarding and promoting the welfare of children and young people	✓	

The journey starts here...



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How to Find Us MAP



Clayton St John C of E Primary School, Bradford Rd, Clayton, Bradford BD14 6DD

T: 01274 815862

W: www.claytonce.co.uk



Selection Process Guidance

Safeguarding

We are committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment. All posts are subject to an enhanced criminal records check via the Disclosure and Barring Service (DBS) and an online check. We will assess the candidate's suitability for working with children as part of the selection process. We will check the accuracy of all information and investigate any perceived anomalies. We take up references prior to interview and use these to verify the information you have given us. Firm offers of employment are never made without satisfactory references.

Inclusion

As a Trust we are an inclusive employer. We welcome applications from candidates of all backgrounds, faith, ethnicities or with any protected characteristics. We are simply looking for the very best candidate for the job and will assess your application only on the information in your written application or your performance at interview should you be successfully shortlisted.

We will ensure that the selection process is fair and without discrimination for or against any candidate based on age, ethnicity, gender, religious beliefs, marital status, sexual orientation or disability. The person specification sets out the criteria used to assess candidates through the selection process.

Visits to the school

Visits to the school are warmly welcomed by prior arrangement, you will not be disadvantaged if you are unable to visit. Please contact Suzanne Wahed, via email: office@claytonce.bdat-academies.org to arrange a mutual appointment. The visit will give you an opportunity to ask questions about the role and the school to assess if this is somewhere you would like to work.

Applications

Please ensure that all parts of the application are completed via MyNewTerm. We do not accept CVs as part of the selection process. Please ensure that you demonstrate how your experience and skills make you suitable for the position.

Shortlisting

We assess all applications against the person specification criteria using the evidence you provide in your application. This is done by a panel of senior staff and governors. We carefully check all applications for anomalies.

Candidates who best meet the person specification will be invited to an interview. We will notify you via MyNewTerm with e-mail confirmation. If you are unsuccessful, you will also be informed.

References

We request references for all candidates who are invited to interview. Requests will be made at the same time that candidates are invited to interview. Your first referee should be your current or last, employer. **References from immediate family members or wider relatives will not be accepted.**



Interview Process

The interviews will be held at the school and will consist of tasks and a formal interview. These are designed to allow you to demonstrate your skills and abilities. You will be asked to bring proof of qualifications and identity with you.

Final Selection

Following the tasks and formal interview, we will use the person specification as a guide to select the most suitable candidate for our school. We will then telephone each candidate to inform them of the outcome. We will give brief feedback during this telephone conversation.

Offer of Employment

We will make a verbal offer of employment by telephone on the day of the interview and this will be confirmed in writing. Any offer is made subject to:

- References satisfactory to us
- A satisfactory DBS check
- Provision of proof of identity and qualifications

Timeline

Closing date: 9:00am, Monday 8th December 2025

Interview: Friday 12th December 2025