



**Catering Manager**  
**Manor Court Community Primary School, Chard, Somerset,TA20 2ES**  
[www.manorcourtcommunityprimary.co.uk](http://www.manorcourtcommunityprimary.co.uk)

**Grade 12:12 - 19 - £14.36 to £16.10 per hour.**  
**Term time only plus an additional seven days throughout the year.**  
**26.25 hours a week, 08:45 to 14:00 on Monday to Friday.**  
**Fixed Term for two years in the first instance.**  
**Employers pension contributions 24.4%**

Manor Court Community Primary School (proud to be part of PPAT - the Preston Primary Academy Trust) is a large fourteen class community primary school on the Somerset and Devon border. We are a busy, inclusive, and friendly school. We take pride in providing over 220 meals a day to the children who attend our school. Our school ethos is built upon 'caring and learning together' and we believe that this is evident in all that we do for our children and staff.

**Main Duties and responsibilities**

- To operate and further develop the catering services at the school to the set and maintain high standards.
- To ensure that the school's reputation for the highest quality food and services is established and maintained.
- To ensure that the school maintains a Food Hygiene Rating of 5.
- To ensure that all catering operations are conducted according to Somerset Council and School catering and other Policies.
- To administer catering controls, keep adequate records and ensure proper returns are rendered.
- To recruit, induct, train and develop staff to deliver a quality led service in a customer focused manner.
- Responsible for the management of all catering team personnel, their training, motivation and performance.
- Responsible for the preparation, cooking and presentation of meals through direct involvement and delegation of tasks in order to ensure that the standards and costings defined by the school are achieved.
- Ensure that the cleaning is of the highest standard at all times and passes the regular cleaning/Health and Safety audits.
- Responsible for the purchase of all consumables, non-consumables and light equipment within the limits of the budget liaising with the school Finance Officer reordering and invoicing.

Please apply by completion of the application form, outlining your skills and experience relevant to the post, which is available from the school and the PPAT website. Visits to the school are warmly welcome.

Your completed application form can be posted to the school or emailed to [office@manorcourt.ppat365.org](mailto:office@manorcourt.ppat365.org)  
Please address it for the attention of Mrs Diana Hunt, Assistant School Business Manager.

**Closing Date: Midday on Monday 3<sup>rd</sup> February 2025.**  
**Interview Date: Week beginning Monday 10<sup>th</sup> February 2025.**  
**Start Date: Required as soon as possible.**

Please note: Early applications are encouraged. Manor Court Community Primary School reserves the right to interview and appoint prior to the closing date, should the school be able to appoint a suitable candidate.

Due to the expected number of applications, we will only inform applicants if they have been shortlisted and invited to attend an interview. If you have not heard from the school by Friday 7<sup>th</sup> February, you have not been successful on this occasion.

*PPAT is committed to safeguarding and promoting the welfare of the children and expects all staff to share this commitment. The successful applicant will require an Enhanced Disclosure & Barring Service check, medical clearance, and references.*