



St Thomas More
Catholic School



Bishop Wilkinson
Catholic Education Trust

Kitchen Supervisor - Job Description

Grade: Grade E, SCP 8-11
Location: St Thomas More Catholic School, Croftdale Road, Blaydon-On-Tyne,
NE21 4BQ
Reports to: Chef Manager

Job Purpose

To support and assist the Chef Manager in the daily duties of preparing the meals for the school community. To assist the Chef Manager efficiently to ensure the quality of dining and hospitality services are outstanding and are within the terms of the school's Catering Policy.

Main Duties and Responsibilities

Catering and Kitchen Management

- To assist the Chef Manager plan, organise and provide catering operations to ensure that food quality, presentation and service are provided to high standards, as defined by the Cluster Manager.
- To deputise when the Chef Manager is unavailable, catering for all school service periods, important events and special services. This may require you to work additional hours to your daily routine, however this will be paid overtime.
- To assist the Chef Manager plan menus and order all food related items and light equipment in accordance with the BWCET purchasing policy and procedures; and to check and record the amounts, prices and condition of all deliveries.
- To ensure that the meals and refreshments served always comply with the regulations as set by the BWCET and Cluster Manager.
- To deputise in the Chef Manager's absence, always upholding the high service standards of the BWCET catering team.
- To ensure heavy duty kitchen equipment, light equipment, work areas, other facilities and general surroundings of the dining area are maintained and operated to the standards required by the BWCET, health, safety, fire and hygiene regulations and policies.
- To ensure that the BWCET personal and food hygiene policy and procedures are applied continuously and that there are no breaches of any statutory regulations.
- To periodically deliver special or theme days in collaboration with other the allocated School's curriculum.

Budgeting and financial planning

- To assist the Chef Manager in achieving and maintaining food costs in accordance with BWCET directives. To avoid unnecessary wastage and deterioration of foodstuffs.



Operational

- To maintain systems and procedures in all operational areas under your control in order to monitor, maintain and improve upon the standards of the product and service.
- To act upon feedback both formally and informally from customers and implement any suggestions if financially and practically possible, in conjunction with the Chef Manager and Cluster Catering Manager.
- To promote exceptional standards of customer service, ensuring that all services, whether core or hospitality, operate in a friendly, smooth and efficient manner, at all times.
- To ensure that all areas are spotlessly clean at all times and that appropriate daily, weekly and periodic cleaning regimes are in place, completed and recorded.

People Management

- As part of your role, it is expected for you to participate in the staff performance review process.
- To develop and maintain excellent working relationships with BWCET staff and students.
- To promote healthy working relationships amongst all members of the team, through leading and motivating catering staff under your direction.
- To ensure that employees use safe methods of work, and that no unauthorised person cleans/operates any specified equipment.
- To attend meetings and training courses as required and ensure that catering staff do likewise.
- To ensure that all BWCET policies are implemented consistently by catering staff.

Staff Development

- To support the development and training of catering staff, ensuring that their career and professional development needs are met.
- To build a structure for mentoring, coaching and line managing catering staff.
- To support the Performance Management of members of the catering teams in line with BWCET policy.
- To ensure effective induction of new staff in line with BWCET procedures.
- To promote teamwork and to motivate staff to ensure effective relations.
- To provide advice to colleagues on career development.
- To support and challenge team members, including in circumstances when they are underperforming.

Other



- Undertake other various responsibilities as directed by the Chef Manager or Cluster Manager.
- To actively promote BWCET and liaise with outside agencies as necessary, representing BWCET as appropriate.
- To maintain a presence around the school site to ensure that the highest standards of behaviour and site-usage are upheld.
- To communicate and liaise with staff, students, parents, governors and members of the local community as appropriate.
- To be active in issues of staff and student welfare and support.
- To comply with and assist in the development of policies and procedures in relation to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To demonstrate a commitment to Equality of Opportunity for all members of the BWCET community.
- To fully encapsulate the school community and actively participate in other areas/aspects of school as directed by either your Head Teacher or Cluster Manager.

Additional Information

The duties and responsibilities highlighted in the job description are indicative and may vary over time. The job description is not intended to be an exhaustive list of all the duties and responsibilities that may be required.

The jobholder will be expected to carry out such professional tasks as are commensurate with the duties and responsibilities of the post.

The Academy Trust Company reserves the right to require you to work at such other place or places as it may reasonably require from time to time, subject to the provision of reasonable notice.

March 2026



Kitchen Supervisor - Person Specification

Factors	Essential		Desirable	
Qualifications and Training	E1	City & Guilds 7061 and 7062 or equivalent NVQ	D1	Intermediate Food Handling Certificate
	E2	Relevant Health & Safety and Food Hygiene qualifications	D2	Supervisory/Management qualification
	E3	Right to work in the UK	D3	First Aid Qualification
Experience and knowledge	E4	Experience of catering in large quantities to a high standard in an education or commercial setting.	D4	Experience of cultural diversity, with particular reference to food preparation and dietary preferences
	E5	Experience of managing and working within budgets	D5	Experience of coaching and training other members of kitchen staff
	E6	Experience of people management		
	E7	Knowledge of healthy eating and nutrition and creating related menus		
Personal Attributes	E8	Vision aligned with the schools' high aspirations and high expectations of self and others		
	E9	An understanding of the strategies needed to establish high standards and results and commitment to implementing those strategies		
	E10	The ability to lead, coach and motivate staff within a performance management framework,		



		providing professional development and effectively challenging and managing any underperformance	
	E11	A passion and flare for Cooking.	
	E12	Strong organisational and time-management skills and the ability to delegate appropriately	
	E13	Hard working, conscientious and accurate	
	E14	Adaptable, flexible and able to work with minimum supervision	
	E15	The ability to skilfully manage and maintain effective and professional working relationships with parents, governors, community members and other stakeholders.	
	E16	Confidence and self-motivation	
	E17	Honesty and Integrity	
	E18	A creative approach to food presentation	
Special Requirements	E19	A commitment to safeguard the welfare of children.	
	E20	Compliance with data and protection principles	
	E21	Compliance with Equal Opportunities Policies, the Trust/school Code of	



St Thomas More
Catholic School



Bishop Wilkinson
Catholic Education Trust

		Conduct and all other Trust/school policies	
	E22	Compliance with health and safety policies, rules and regulations	
	E23	To uphold the Catholic ethos of our schools	

March 2026