



**North East
Learning Trust**

Deputy Catering Manager (x2)
Ashington Academy & Bedlington Academy
Applicant information pack

Permanent
37 hours per week
Term Time plus 10 additional days
Grade 4-5 SCP12 – SCP22
£ 28,598 - £ 33,699 per annum FTE
Actual Salary £25,478.22 - £30,022.75 per annum

Deputy Catering Manager (x2)

One position at Ashington Academy & One Position at Bedlington Academy

Ashington Academy and Bedlington Academy is a part of the North East Learning Trust and are both seeking to appoint a Deputy Catering Manager to join our dedicated team.

Both Ashington and Bedlington Academy is a caring, friendly and inclusive school that is driven by a clear focus on learning and a desire to develop high aspirations in our students. Ashington and Bedlington Academy are both a loyal and close-knit community school where individuality is valued and where tolerance, acceptance and inclusiveness run deep.

The Deputy Catering Manager will lead and manage the Academy catering service, ensuring the delivery of safe, nutritious, high-quality meals which meet statutory requirements, achieve excellent customer satisfaction and operate within agreed budgets.

The main purpose of the position is to provide day-to-day leadership of the catering team whilst contributing to Trust-wide catering initiatives and supporting other academies where required.

Our vision, along with all schools in the Trust, is that every child experiences excellence every day.

We are committed to:

- A vibrant learning community with enthusiastic and engaging students
- A positive and caring ethos
- An excellent learning environment and resources
- A team of hardworking, dedicated and friendly staff where everyone is valued

We will offer you:

- National Terms and Conditions of Employment
- Local Government Pension Scheme
- Up to 1 day paid leave for staff wellbeing
- Lifestyle Savings – range of discounts from top retail brands
- Discounted gym membership
- 24/7 Employee Assistance Programme and wellbeing portal

The successful candidate will have:

- Excellent communication skills.
- Excellent organisational skills.
- The ability to work independently and as part of a team.
- A flexible/positive attitude to work

Deadline:

The advert will initially be open for 4 weeks (until Friday 2nd October 2026), but may close earlier if sufficient applications are received.

How to apply:

Application packs can be downloaded from our website.

Application forms should be sent to humanresources@nelt.co.uk. You can, if you wish, submit a covering letter to support your application; please do not submit a CV unless it is to complement your application form.

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment. All posts will be subject to receipt of satisfactory enhanced DBS disclosure, medical and reference checks. All pre-employment checks are in line with "Keeping Children Safe in Education" and the Trust's Safeguarding Policy which is available on our website.



Job description

Post title:	Deputy Catering Manager
Responsible to:	Catering Manager
Responsible for:	Supporting the Catering Manager in the delivery of a safe, efficient and high-quality catering service for the Academy.
Salary Band:	Grade 4-5 SCP12 – SCP22

Job Purpose:

To support the Catering Manager in the delivery of a safe, efficient and high-quality catering service for the Academy.

The Deputy Catering Manager will assist with the day-to-day operation of the kitchen, supervise catering staff during service periods and ensure compliance with food hygiene and health and safety requirements.

The post holder will deputise for the Catering Manager during periods of absence and support the smooth operation of the catering service.

Duties and Responsibilities:

Catering Operations

- Prepare, cook and serve meals in accordance with approved menus, recipes and School Food Standards.
- Support the efficient day-to-day operation of the kitchen.
- Assist in the organisation and delivery of meal services.
- Monitor food quality, presentation and portion control.
- Ensure meals are prepared and served to a consistently high standard.
- Support special events and promotional catering activities as required.
- Promote positive customer service and healthy eating messages.

Supervision

- Provide day-to-day guidance and support to Catering Assistants.
- Allocate routine tasks and monitor completion of duties during service periods.
- Assist with the induction and training of new employees.
- Support apprentices and new starters in developing catering skills.
- Report staffing issues or concerns to the Catering Manager.

Stock and Resources

- Assist with ordering food, consumables and catering supplies.
- Check deliveries against orders and report shortages or discrepancies.
- Monitor stock levels and notify the Catering Manager of replenishment requirements.
- Ensure stock is rotated appropriately and stored in accordance with food safety requirements.
- Contribute to minimising food waste and the effective use of resources.

Compliance and Food Safety

- Complete HACCP records and associated food safety documentation.
- Complete daily due diligence and reports
- Support compliance with:
 - Food Safety Act
 - HACCP
 - COSHH Regulations
 - Allergen Regulations
 - Health and Safety legislation
- Maintain high standards of cleanliness throughout kitchen and dining areas.
- Ensure cleaning schedules are completed.
- Report defects, hazards and maintenance issues promptly.
- Assist with food safety inspections and audits.

Deputy Responsibilities

- Deputise for the Catering Manager during periods of absence.
- Ensure continuity of catering operations in line with established procedures.
- Liaise with academy staff regarding operational catering matters.
- Escalate significant operational, staffing or food safety issues to the appropriate manager.

Trust Responsibilities

- Participate in Trust training and development activities.
- Share good practice with colleagues.
- Provide support to other academy catering teams where reasonably required.
- Contribute positively to Trust-wide catering standards and initiatives.

General

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Health and Safety:

It is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their acts at work. This includes co-operating with the Trust and colleagues in complying with health and safety obligations to maintain a safe environment and particularly by reporting promptly and defects, risks or potential hazards. Specifically:

- To report any incidents/accidents and near misses to your line manager
- To ensure own safety and safety of all others who may be affected by the Trust's business

Safeguarding

The Trust has a Child Safeguarding policy and procedure in place and is committed to safeguarding and promoting the welfare of all its students, each student's welfare is of

paramount importance to us and you are expected to share this commitment. All staff will fully comply with the Trust's policies and procedures, attend appropriate training, inform the Designated Person of any concerns, record any potential safeguarding incidents appropriately.

Person Specification

Deputy Catering Manager

	Essential	Desirable
Education/training	• Good literacy and numeracy skills. • Level 3 Food Hygiene or willingness to obtain this following appointment • NVQ Level 3 Food Preparation and Cooking or equivalent qualification.	• Management qualification.
Experience	• Experience of working in a catering environment • Experience preparing and serving food. • Experience following food hygiene procedures.	• Experience supervising colleagues. • Experience within a school catering environment.
Aptitude and skills	• Knowledge of food hygiene and food safety requirements. • Understanding of HACCP principles. • Knowledge of health and safety within a catering environment.	• Knowledge of School Food Standards. • Understanding of allergen management requirements.
Personal qualities	• Ability to cook and prepare food to a high standard. • Ability to organise own workload and prioritise tasks. • Good communication skills. • Ability to provide day-to-day guidance to colleagues. • Ability to work effectively under pressure.	• Experience of training or supporting new staff.



References:

References will be requested prior to interview, except for non-teaching roles where there are exceptional circumstances, and the applicant does not give consent to do so on the application form.

DBS:

North East Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

An application for a DBS certificate will be submitted for all candidates once they have been offered the position. For posts in regulated activity, the DBS check will include a barred list check. During the recruitment process, any offences, or other matters relevant to the position will be considered on a case-by-case basis.

Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

Pre-occupational health:

Pre-occupational health checks are an essential part of the selection and recruitment process to assess if any reasonable adjustments are required.

Equal opportunities:

We are an equal opportunity employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community.

Applicants with disabilities will be granted an interview if the essential job criteria are met.

