



Assistant Catering Manager Central Team

Recruitment Pack



wiseacademies.co.uk

Borodin Avenue, Sunderland, SR5 4NX



Contents

- Message from the CEO
- Our Values and Missions
- Our Schools
- Job Advertisement
- Job Description
- Person Specification
- Employee Benefits
- Staff Testimonials

Message from the CEO

Dear Candidate,

Thank you for your interest in joining WISE Academies. We are a proud and well-respected multi-academy trust rooted in North East England and spread across five Local Authority areas.

The journey of our Trust has been one of growth, achievement and resilience. WISE Academies has a proud track record of school improvement. We have transformed some of the most challenging schools in the country, who serve highly deprived communities, into strong, flourishing schools. These achievements have been recognised nationally which has established our Trust as a trusted, respected organisation.

Our mission is simple yet ambitious: to Inspire Success and Excellence in every child. We help build a solid foundation for lifelong growth and instil in each student the belief that they can achieve any goal they set their mind to. Pupils always come first at WISE Academies, and we are committed to building a legacy of high-performing academies that equip every child to confidently take on the challenges of the wider world.

We are more than just a group of schools; we are a family. At WISE, we believe that our Trust is built not just on shared goals, but on the trusting relationships that unite our staff, pupils, parents, governors, and communities. Our team - the WISE Workforce - is at the heart of our success, and we are committed to attracting and supporting dedicated professionals. We invest in meaningful professional development, identify and celebrate talent, and harness the unique strengths of each team member to propel our Trust forward.

As we continue to grow and look to the future, we are never complacent. Our drive to succeed is relentless, and we are committed to providing every staff member with the resources and support needed to thrive in their roles. At WISE Academies, our central team, leaders, teachers and support staff work hand-in-hand to share best practices and drive exceptional teaching and learning. Our Research School and Early Years Stronger Practice Hub ensure our approaches are current and evidence-informed. If you are inspired by the opportunity to make a lasting impact and align with our vision of excellence, we would be thrilled to welcome you to our team.

Warm regards,

Zoe Carr OBE
CEO
WISE Academies





Our Values and Mission

Our values matter to all of us. They underpin the way we work together to provide an excellent education for our pupils. Our values represent the culture we aspire to every day, guiding our judgments, building trust, and helping us to always be 'our best'.



Integrity

We always do what's right and adhere to our moral and ethical principles whilst working honestly with one another.



Partnership

We put everything we have into everything we do and work as one team for the benefit of the communities we serve.



Accountability

We take ownership and responsibility for our work, decisions and actions.



Trust

We are open, transparent and reliable, continuously learning, doing our best to consistently deliver an excellent education for our pupils.

Our Schools

As a family of schools, our vision is simple: We shape children's futures through providing an excellent education. Our schools exist and work hard to inspire each pupil to believe in themselves so they experience great success through our commitment to excellence across their educational journey.

Our schools are located across Newcastle, Northumberland, Sunderland, Durham and South Tyneside. We support our schools as individual schools, as well as providing opportunities for schools to come together and learn from other schools within the Trust.

Eighteen Academies across the North East

Bothal Academy, Ashington

Central Academy, Ashington

Croftway Academy, Blyth

Malvin's Close Academy, Blyth

Morpeth Road Academy, Blyth

Bexhill Academy, Sunderland

Hasting Hill Academy, Sunderland

North View Academy, Sunderland

Town End Academy, Sunderland

Ashley Academy, South Tyneside

Welbeck Academy, Newcastle upon Tyne

Esh Winning Academy, Durham

St Andrews Academy, Durham

Thornley Academy, Durham

Adderlane Academy, Prudhoe

Prudhoe West Academy, Prudhoe

Haltwhistle Academy, Haltwhistle

Shaftoe Trust Academy, Haydon Bridge



Job Advertisement

Job details	
Position	Assistant Catering Manager – Permanent
Location	WISE Central Team Location to be confirmed - working within our regional Hubs (Sunderland, North of Tyne, Durham or Northumberland) to be discussed with candidate at interview.
Salary	SCP 21 – 24 £28,025 - £29,944 per annum (£33,143 - £35,412 FTE)
Hours	37 hours per week, Term Time plus 5 days (39 weeks)
Vacancy reference	OM/300561 - Please quote this vacancy number when referring to the job.

About the Role

We are seeking to appoint a highly motivated and dedicated **Assistant Catering Manager** to join our passionate team of professionals on a permanent basis.

In this role, you will play a crucial part in supporting and overseeing catering operations across one of our Regional Hubs. Working closely with catering teams and the Trust Catering Manager, you will help maintain high standards of food quality, safety, and service across the Trust, while stepping in to lead the department during the Trust Catering Manager's absence.

The Successful Candidate Will:

- **Oversee Hub Catering Operations:** Support catering teams across WISE Academies to consistently hit operational standards, nutritional guidelines, and service goals.
- **Collaborate with Leadership:** Work in close partnership with the Trust Catering Manager to deliver a high-quality, efficient service across the wider Trust.
- **Leadership:** Confidently step up to oversee the smooth, day-to-day running of the Catering Department in the absence of the Trust Catering Manager.
- **Maintain High Standards:** Ensure compliance with all food safety, hygiene, and health and safety regulations (HACCP/COSHH).
- **Engage the Community:** Foster positive relationships with staff, pupils, and parents to deliver meals that contribute to a healthy, safe, and supportive school environment.
- **Travel Between Sites:** Be willing to drive to multiple sites across the Trust; must possess a full, clean driving licence and hold valid business-class vehicle insurance.

What We Can Offer You:

- **Competitive Salary & Local Government Pension Scheme (LGPS)**
- **28 Days Annual Leave**
- **Comprehensive Wellbeing Package:** Includes access to private GP

- appointments, physiotherapy, counselling, and staff support networks.
- **Work-Life Balance:** A genuine commitment from Trust leadership to manage staff workload and prioritise wellbeing at all times.
- **Professional Development:** Ongoing training, structured peer support, and opportunities for career progression across the Trust.
- **Inspiring Environment:** A creative, inclusive, and well-resourced workplace embedded in the heart of the community.

About WISE Academies

The mission of WISE Academies is to provide a high-quality educational community that offers life-changing opportunities in a safe, creative, and exciting environment. We set high expectations for both staff and students to achieve our mission and continuously raise standards across all our schools.

WISE Academies safeguards and protects its students and staff by being committed to respond in accordance with Local Safeguarding Board Procedures.

This post is exempt from the rehabilitation of Offenders Act 1974 and therefore will be subject to a criminal record check from the Disclosure and Barring Service.

Wise Academies will also consider carrying out an online search for all candidates to help identify any potential issues that are publicly available online.

You can apply online through the North East Jobs Website, go to WISE Academies Jobs and click Apply for *Assistant Catering Manager - Permanent - WISE Academies

For further details, please see the supporting documents section of this advert. For any queries, please contact WISE Recruitment Team by telephone 0191 7070125 [option 5] or e-mail recruitment@wiseacademies.co.uk

Please quote the vacancy reference when requesting additional information.

Closing Date: 12 noon on Monday 21st September 2026

Shortlisting: Wednesday 30th September 2026

Interviews: Monday 12th October 2026 at WISE Academies Head Office



Job Description: Assistant Catering Manager

Guidance Notes

WISE Academies is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Job Details	
Salary	SCP 21-24
Reporting to	Trust Catering Manager
Job purpose	Work alongside the Trust Catering Manager to lead, train, and deploy catering staff across a Regional hub, including breakfast, wraparound, and out-of-school provision. Oversee daily operations, kitchen/equipment audits, and procurement to ensure consistent, healthy, and compliant meals meeting all dietary and cultural needs while delivering quality and value for money.

Duties and Responsibilities	1. Management, direction and coordination of all catering staff ensuring high standards are maintained. 2. Ensure kitchens continue to function during periods of staff absence. Arranging cover where deemed necessary, this may include stepping in to assist with food prep, cooking, food service and orders in the absence of the school cook. 3. Oversee the induction and training of newly appointed kitchen staff. Provide training and mentoring to new cooks. 4. Plan events linked to curriculum, cultural events and special occasions. 5. Ensure catering services follow good housekeeping practices including stock control, minimising waste, portion control and developing systems for monitoring and recording catering activities. 6. Ensure special dietary requirements, cultural and nutritional needs are catered for and that a quality catering service is delivered consistently across all sites. 7. Coordinate the professional Growth process for Catering staff carrying out professional growth conversations as appropriate. 8. Develop individual and team training plans to ensure all catering staff are trained in health and safety, food hygiene, use of catering equipment and wider Trust policies and procedures
-----------------------------	--

9. Ensure all staff and visitors to the kitchens follow security procedures and sound health and safety practices in accordance with WISE Academies policies and procedures. Providing guidance where necessary.
10. Plan and develop nutritious, ambitious and tasty menus across all sites, that take into account SEND, diversity and cultural needs and are in line with statutory guidance and healthy eating initiatives.
11. Maximise opportunities for accreditation in healthy eating initiatives and awards. Engage with pupils, staff and parents to maximise meal uptake and raise the profile of the catering service.
12. Maintain a register of allergens and ensure systems are in place to monitor and control allergen information across all sites.
13. Ensure the procurement of food and non-food stock and work to achieve set financial and business development targets, ensuring that the kitchen resources are used effectively and efficiently at all times.
14. Ensure consistent portion sizes across sites in accordance with government and relevant external nutritional guidelines.
15. Contribute to the vetting and monitoring of suppliers ensuring value for money and quality of products are maintained.
16. Carry out checks and audits across the catering service to ensure compliance with relevant legislation, health and safety, food hygiene standards and financial procedures.
17. Put in place systems and procedures to ensure a consistent and systematic recording and monitoring of catering practices across all sites.
18. Explore different ways to increase sales and create opportunities to generate income.
19. Manage and coordinate the catering provision for special events and meetings. Plan, deliver and promote themed social and cultural events to support pupils to broaden their food and cultural experiences, linking to the curriculum where appropriate
20. Ensure kitchen equipment is fit for purpose and properly maintained, reporting faults as necessary. Manage the Asset register for all catering tools and equipment through the compliance system.
21. Ensure catering staff control stock and manage food waste effectively and that stock takes are carried out in accordance with WISE policies and procedures. Making recommendations and

	implementing improvements to the administration and delivery of the catering service as necessary. 22. Contribute to the planning and delivery of special projects relating to the Catering service and develop online systems to support service delivery and improvement. 23. Assist the Trust Catering Manager to deliver an efficient catering service across the wider Trust. 24. Prepared to deputise in the Trust Catering Manager's absence.
--	--

Generic Responsibilities	1. To assist in ensuring a high standard of customer service to the Trust. 2. To carry out duties in accordance with full regard to the Trust policies and procedures. 3. To promote and safeguard the welfare of children and young people they come into contact with. 4. To be aware of and comply with policies and procedures relating to child protection, security, confidentiality and data protection, reporting all concerns to an appropriate person. 5. To act in compliance with data protection principles in respecting the privacy of personal information held by the academies. 6. To adhere to the Trust policy on equality and diversity. 7. To adhere to the Trust code of conduct, child protection and all other related policies. 8. To adhere to the Trust health and safety policies and relevant legislation. 9. To undertake such other reasonable duties as may be required within the Trust. 10. To maintain appropriate confidentiality at all times. 11. To undertake any training or CPD necessary, or appropriate for the effective discharge of the role.
---------------------------------	--

Generic Duties relevant to all members of Staff	1. Working with colleagues and other relevant professionals • Communicate effectively with other staff members, and any key stakeholders • Collaborate and work with colleagues and other relevant professionals within and beyond the Trust • Develop effective professional relationships with colleagues 2. Professional development • Keep personal knowledge and understanding relevant and
--	--

up-to-date by reflecting on personal practice, liaising with the line manager and identifying relevant professional development to improve personal effectiveness

- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the Trust
- Take part in the Trusts appraisal and performance management procedures

3. Personal and professional conduct

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the Trust, and maintain high standards of attendance and punctuality
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the Trust community
- Respect individual differences and cultural diversity

4. The Trust

The Mission Statement of our Trust is **WE** are a family of schools who exist to **INSPIRE** each pupil to believe in themselves so they experience great **SUCCESS** through our commitment to **EXCELLENCE**. Our philosophy is one of boundless aspiration...the sky is the limit. All staff are expected to be committed to this statement in everything they do

It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust's visions and values

All staff should act with professional integrity at all times, following the "Code of Conduct"

Your base location will be identified in your offer of employment. However, you may be asked to work at any of the other Schools within the Trust and you should expect to travel between sites as required.

5. Teaching and Learning

This is our core principle and therefore it is an absolute priority. You are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core principle. This may mean undertaking tasks outside of your area of responsibility where required.

6. Collective Responsibility

At WISE Academies we are one team who, together, all commit to achieving our mission. All staff will be required to mirror our philosophy and take pride in offering a fantastic customer experience to all stakeholders As a WISE Team we always act with **Honesty, Integrity** and **Fairness** in everything we do.

7. ICT

- All staff will be expected to utilise ICT and to improve communication and reduce paper use
- Security procedures must be followed when using ICT systems
- All staff are expected to follow the procedures as laid out in the Trust's Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT

	equipment. 8. Health and Safety • Employees are required to work in compliance with the Academy's Health & Safety Policies and under the Health and Safety At Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust • In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training and supervision necessary to accomplish those goals. 9. Safeguarding • WISE Academies is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by WISE Academies Trust. Any safeguarding or child protection issues must be acted upon immediately by informing the Designated Safeguarding Lead. 10. Data Protection • WISE Academies takes the responsibility of protecting and securing the data of Pupils, Staff, Parents and all associated individuals very seriously. The Trust requires all staff to complete data protection training and to adhere to its Data protection policies and procedures. All staff must ensure that if they suspect a data breach, they must inform the Trust Data Protection officer immediately.
--	---

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust.

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

Person Specification: Regional Catering Manager

CRITERIA	QUALITIES
Qualifications and training	• Minimum requirements are grade 4 (C) in Maths and English • Intermediate Food Hygiene Certificate • Nationally recognised qualification e.g. City and Guilds 706/1, City and Guilds 706/2, or NVQ Level 2 Food Preparation and Cooking Desirable • ONC/OND in a Catering discipline • NVQ Level 3 Food Preparation and Cooking or equivalent • Advanced Food Hygiene Certificate • NVQ 4 or equivalent Business Management qualification or willingness to work towards
Knowledge	• Significant Knowledge of Health and Safety legislation relating to a catering environment • Extensive Knowledge of the full range of tasks together with the operation of associated tools and equipment within a commercial kitchen • IT literate with the ability to use internet based ordering systems, produce management information to inform decision making. • Significant experience of working in a catering environment to include food preparation and cooking • Experience in meeting work related targets and setting targets for staff • Experience in supervising staff and delivering training and coaching • Experience of completing paperwork and administration tasks associated with the operation of a commercial catering establishment
Skills and Competences	• Ability to organise self and to work without supervision • Ability to organise and motivate a team • A commitment to providing a quality service to customers • Ability to solve unanticipated problems • Flexible approach to working times, which may occasionally be subject to variation • Committed to personal professional development • 'can do' attitude with the ability to drive and implement changes to services
Personal Qualities	• Commitment to uphold the 7 principles of public life (the Nolan principles) at all times

Notes

This job description may be amended at any time in consultation with the postholder.

This role requires travel to a range of academies throughout the North East of England so the successful candidate must be able to drive and have their own vehicle to use for business purposes

Employee Benefits



Access to teachers pension for teaching staff



Access to the Local Government pension for support staff



Generous annual leave, starting at 25 days and increasing to 28 days after 5 years



Flexible work arrangements, appropriate to the role



Employee assistance programme to help with mental health issues or other personal problems



Termly staff recognition awards in every school



Professional development opportunities for all staff: career pathways and professional growth



Wellbeing first: Wellbeing charter, Trust Wellbeing Day, mental health first aiders and carers' leave



Access to Blue Light discount

Staff Testimonials

We are proud to provide opportunities of growth and progression for our staff. We have a committed People team that ensures every employee has opportunities to thrive. We have employee engagement forums and staff recognition systems in place to make sure all members of staff are heard and know they are valued.



Katrina DiGirolami

Trust Early Years Lead

" WISE Academies has been extremely supportive of my career progression in several ways including professional development opportunities to help me to develop my skills and knowledge further. Learning and development is encouraged, prioritised and celebrated across WISE. "



Karina Quinn

Class Teacher Malvins Academy

" I started my journey as a Teaching Assistant with a qualified teacher status with the aim to teach. From the start, I have been mentored by experienced staff, signed up for training to further improve my practice and given opportunities to both tutor small groups and teach in class across the school and I now continue to be supported as I start my role as Class Teacher. "



Lindsay Watson

Trust Business and Projects Officer

" Having worked as a primary school teacher for 10 years, when I made the decision to change my career path and move to an administrative role, I wanted the opportunity to continue working within primary education. WISE Academies has allowed me to progress my career in such a role, drawing upon my teaching experience and utilising existing skills whilst also developing new skills and knowledge as part of the MAT's central team as a Business and Project Officer. "

Staff Satisfaction

