



Haslingden High School and Sixth Form

Catering Manager

APPLICATION PACK



HEADTEACHER: MR R CLARKE (BA HONS)



VACANCY INFORMATION

Catering Manager

Required as soon as possible

37 hours per week 7.15am – 3.00pm (with 30 minute break)
Permanent, term time only + 3 days + 3 INSET days

Grade 6, Point 11 – 19

Less than 5 years' service (LCC) £24,546 – £27, 965

More than 5 years' service (LCC) £25,220 - £28,734

We are currently seeking to appoint a suitably experienced, committed and enthusiastic individual to lead our in-house catering team. We are looking for someone with strong leadership and management skills, who is also a committed team player and prides themselves on a high standard of work. This is a hands-on role and the successful candidate will be a constant and visible presence in the kitchen. A sense of humour, a smile and empathy for young people and colleagues are all essential characteristics needed to be successful in this post. If this sounds like you, we look forward to reading your application.

Further details and an application form are available on our website: www.haslingdenhigh.com/vacancies

Haslingden High School is committed to safeguarding and promoting the welfare of children and young people and takes its statutory duties and responsibilities in this context very seriously. We fully expect everyone working in or behalf of the school to share our commitment. As such, this post is subject to satisfactory DBS clearance and references.

Closing date for applications: Wednesday 5 November 2025

Interview date: Thursday 13 November 2025



Haslinden High School and Sixth form

Headteacher: Russell Clarke (BA Hons)



Dear Applicant,

Thank you for your interest in the post of Catering Manager at Haslingden High School and Sixth Form.

The Governors are seeking to appoint an enthusiastic, skilled and dedicated Catering Manager to support the school's drive towards 'Achievement for All'. The successful candidate should have experience against the job description accompanied by a successful track record. They should have the personality and drive to inspire and motivate colleagues as well as the mindset to overcome challenges and solve problems.

Haslingden High School is a high performing school and has an excellent reputation both locally and beyond. The school is significantly oversubscribed for the 270 places available annually in Year 7. We have wonderful students who are proud to be part of our school; a committed, talented staff and excellent facilities. We can look to the future, however uncertain it currently appears nationally, with confidence. We were inspected by Ofsted in May 2022 and they acknowledged the many significant strengths of the school in what is a very pleasing report, rating it as good.

Our GCSE results have been consistently strong in recent years. Our students performed exceptionally well given the challenges that they have faced and we remain very proud of all we have achieved together as a school community. We have a successful sixth form where students make strong progress and many of them choose to go on to university, the vast majority at their first choice of establishment.

In order for our school to operate in a smooth and effective manner, we know that we need the support of all colleagues and teams. We are very fortunate that our support staff are a highly effective and hardworking team who underpin all the great work that we do.

Haslingden High School seeks to provide an outstanding holistic education for our students. Whilst achieving fantastic examination results is one of our core aims, our remit is much wider. We endeavour to equip all our students with the skills for further study and the world of work; provide them with the tools to develop their own set of values and beliefs conducive to being a good citizen; and provide an extensive range of extra-curricular activities for students to develop their own interests and aptitudes.

The successful applicant will find caring, friendly and supportive colleagues, committed to providing the very best life chances for all our students. We look forward to receiving your completed application form outlining your skills and experience. The closing date for applications **Wednesday 5 November at 9.00 am** with interviews scheduled for **Thursday 13 November 2025**.

Haslingden High School and Sixth Form is committed to safeguarding and promoting the welfare of children and young people and takes its statutory duties and responsibilities in this context very seriously. We fully expect everyone working in or on behalf of the school to share our commitment. As such, this post is subject to satisfactory enhanced DBS clearance and references.

Yours sincerely

A handwritten signature in black ink, appearing to read 'R Clarke'.

Mr R Clarke
Headteacher



OUR SCHOOL AIMS

Achievement for All: for all our students to be safe, happy and successful, developing as individuals into caring, responsible citizens equipped for life in the 21st century

We strive to:

Create successful learners, who achieve the best possible qualifications, alongside equipping them with the skills and motivation to overcome future challenges

Ensure all students experience an exciting, ambitious and inclusive curriculum that is well-planned, broad, diverse and expertly delivered. Our curriculum will inspire and motivate all students to want to know and remember more, allowing them to become lifelong learners

Provide access to a wide range of opportunities and experiences beyond the taught curriculum, enabling all our students to leave our school with high aspirations

Work in partnership to offer a personalised approach to care, guidance and support that will ensure all students feel and know how to keep themselves safe and happy. Students' physical, mental and emotional wellbeing is at the forefront of everything we do, empowering them to make informed choices

Guide students, helping them to become kind, resilient and ethical individuals who will make a positive contribution to their local community and beyond. They will embrace change and leave as well-rounded individuals with a strong set of values and beliefs

OUR CURRICULUM RATIONALE



Our curriculum is coherently planned and sequenced to ensure we deliver our overarching aim of 'Achievement for All': *'for all our students to be safe, happy and successful, developing as individuals into caring, responsible citizens equipped for life in the 21st century'*.

Achievement for All is underpinned by our school aims and it is as a result of our rich and challenging curriculum that we are able to meet the needs of our entire school community. We wholeheartedly believe that our curriculum is much broader than just our taught lessons and is present in every exciting opportunity and experience that we are so passionate about providing for the students within our school community.

"Learning is a constant process of discovery – a process without end"

Accepting that this statement is true, we firmly believe that our curriculum must look well beyond what is examinable and strive to develop well rounded, resilient individuals who are equipped with the necessary knowledge, skills and attitude to overcome future challenges. The curriculum at Haslingden High School and Sixth Form ensures students acquire a strong set of values and beliefs, leaving with the cultural capital to be successful learners in the future, who can confidently overcome new and more complex problems and are well equipped to navigate change.

The individual subjects combine to make up our curriculum and all recognise the unique contributions they can provide to a child's development as they make their way through school. Our curriculum is broad, balanced and ambitious, with the national curriculum offering a foundation on which to build. The three year Key Stage 3 allows for students to develop the building blocks of what they need to know and do in preparation for future success.

Each year has its own place in our curriculum and builds sequentially on prior learning whilst also preparing students for the next stages of their education, employment or training. We prioritise opportunities to facilitate knowledge retrieval, assisting students to commit knowledge to long term memory and therefore reducing cognitive load when meeting new learning. This, in conjunction with our belief in the importance and value of metacognition and high-quality vocabulary, supports students in forming connections to other things they know, believe or have experienced, which in turn unlocks students' potential to access further learning and understanding.

Our curriculum is designed to be inclusive for all learners. We recognise the challenges faced by our most vulnerable and disadvantaged learners and as such, our curriculum is adapted, designed and developed to overcome these barriers to success. We have placed greater emphasis on oracy, reading and vocabulary and seize opportunities within our curriculum to explicitly address these factors that limit performance.

With curriculum development being part of our daily practice, we believe that it is our coherent approach to planning and design, aided by expert delivery, that creates the perfect platform upon which to secure deep learning in the classroom and beyond. We believe we create the opportunities and experiences to motivate and inspire Haslingden High School and Sixth Form students to develop a passion for learning that will go with them into the world and ensure that they are both proud of their time at our school and that they are well prepared for their future.



Person specification		
Post title: School Catering Manager	Grade: 6	
Requirements	Essential (E) or Desirable (D)	To be identified by: application form (AF), interview (I), or Reference (R),
Qualifications Craft based qualifications: City & Guilds (706/1 or 706/2) or NVQ or equivalent Level 3 Food Safety & Hygiene for Supervisors certificate (refresher training can be provided) Recognised Supervisory or Management Qualification Recognised Nutrition Qualification Health and Safety qualification	E E D D D	AF AF AF AF AF
Experience Relevant experience in supervising a large catering contract Supervision and training of staff in basic kitchen skills Experience of large-scale catering Controlling resources Commercial catering experience Relevant experience of managing financial resources	E E E E E E	AF, I AF, I AF, I AF, I AF, I AF, I
Knowledge and skills Ability to inspire, and encourage others to perform well Good communication and interpersonal skills at all levels Ability to plan and discuss menus with customers, including senior managers interpreting their requirements with technical knowledge and flair Ability to work within tight deadlines both independently, using own initiative and as part of a team Merchandising and promotional skills Knowledge of special dietary needs and management of allergens	E E E E E E	I AF, I I I I I
Other (including special requirements) Commitment to equality and diversity Commitment to health and safety Satisfactory Attendance Record/commitment to regular attendance at work Display the School values and behaviours at all times and actively promote them in others Commitment to safeguarding and protecting the welfare of children and young people Commitment to undertaking in-service development	E E E E E E	A, I A, I R A A, I A
Note: We will always consider your references before confirming a job offer in writing.		
Date created: 31/01/2023		

Job Description

POST TITLE:	Catering Manager
GRADE:	Grade 6
ESSENTIAL CAR USER:	No
LOCATION:	Haslingden High School & Sixth Form
RESPONSIBLE TO:	Business Manager
LINE MANAGEMENT RESPONSIBILITY:	Yes

Scope of role:

Working independently the Catering Manager will lead and manage a large team of staff, taking responsibility for the day-to-day provision of the school's catering operation. This will include the provision of catering services to multiple service points, and the provision of a hospitality service to students, staff and visitors.

Accountabilities/Responsibilities:

The Catering Manager will be a consistent and active presence in the kitchen during preparation and service times. The key responsibilities and areas of focus are:

1. To lead the catering team by example, working with the team in the kitchen on a daily basis and at all service times, ensuring the harmonious and efficient running of the catering function
2. To undertake all aspects of the line management of catering staff across multiple service points, including devising staff rotas, conducting appraisal and return to work meetings
3. Manage, train and motivate catering staff, ensuring efficient and effective recruitment, induction, development and retention of a skilled workforce
4. To monitor staffing levels and ensure these are adequate and appropriate, especially during any periods of staff absence
5. Implement and manage marketing strategies to generate business growth
6. To promote long term partnerships through effective customer care and to build productive working relationships with all stakeholders
7. To negotiate with suppliers of food and other materials to ensure the effective delivery of the specified service
8. To produce menus and tariff items in line with standards and costs, ensuring that the diverse needs of the school are met, including for those with dietary medical requirements and allergies
9. To communicate effectively with colleagues, customers and other stakeholders
10. To develop systems for the control of stock, in order to ensure cost-effectiveness and reduce waste
11. To set up promotions and additional catering activity as directed
12. To ensure the required standards of kitchen and food hygiene and health and safety at work
13. To ensure that all activities are fully compliant with relevant law, legislation, policies and procedures, including allergens
14. To have budget management responsibility and ensure effective budget management
15. To ensure the efficient and economic use is made of all resources, working within policies, procedures and strategies as set out by School management
16. To attend meetings and training sessions as required

17. To be responsible for the health and safety of themselves and others

18. To work within school policies and procedures

Note:

- In addition to the duties listed above, the post holder may be required to undertake any of the duties associated with a lower graded catering role.
- Duties at the same level of responsibility may be changed or added to the list of key duties at any time to meet changing circumstances.
- Employees will have a flexible approach in terms of working hours and patterns of work dependant on the needs of the school, and occasionally may be called upon to work at other times to suit the needs of the school.

The above form sets out the area of work in which duties will generally be focused, and gives an example of the type of duties that the postholder could be asked to carry out. **PLEASE NOTE** that this is for guidance only. Postholders are expected to be flexible and to operate in different areas of work/carry out different duties as required.

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must co-operate with us to apply our general statement of health and safety policy.

Customer Focus

We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

Skills Pledge

We are committed to developing the skills of our workforce. All employees will be supported to work towards a level 2 qualification in literacy and /or numeracy if they do not have one already.

Attendance

Good attendance enhances the service delivered by schools, minimises staffing difficulties and ensures best value to the school. It is essential that applicants for positions in this school can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.

Grade Profile - Grade 6 – Support Roles

Applies to all posts at Grade 6

Level Six Purpose To provide support in a relevant professional area or oversee and co-ordinate the provision of a support function or undertake a specialised skilled activity. This may include day-to-day supervision and direction of a small group or team.
Scope of Work Role holders will use practical and procedural knowledge and analytical and judgemental skills to interpret information or situations and solve varied problems some of which may be difficult. Role holders may be expected to make decisions as to when and how duties are carried out and respond independently to unanticipated problems or situations.
Accountabilities/Responsibilities Role holders may be responsible for: ▪ The allocation of work to a small group or team; or ▪ Accounting for expenditure from agreed budgets; or ▪ Overseeing the administration of support systems and processes; or ▪ Undertaking specialised service support activities; or ▪ Providing service and situation specific advice and guidance; or ▪ Using specialised equipment.
Skills, knowledge and experience ▪ Extended experience or the ability to demonstrate the competence to undertake the role. ▪ Possession of, or the ability to demonstrate the capability to gain, relevant qualifications or equivalent where applicable. ▪ Working knowledge of the practices, processes and procedures relevant to the role. ▪ Developed skills appropriate to the job discipline. In addition to the skills, knowledge and experience described, you may be required to undertake a lower graded role as appropriate.
Performance Measures ▪ Completion of work to required standards, deadlines and timescales.

LANCASHIRE COUNTY COUNCIL

PRE-EMPLOYMENT RISK IDENTIFICATION FORM (R.I.F.)

(NB Completion of this form does not fulfill the requirement to undertake a general risk assessment under the management Health and Safety at Work Regulations 1999)

A Pre-employment Risk Identification Form must be completed by the Headteacher/Line Manager. If any assistance is required in completing this form, please contact the Health and Safety Team.

Post title	School Catering Manager
Description of main activities the employee will be required to undertake (or attach role profile)	

		YES	NO
1	Work at heights (<i>e.g. over 2m from tall step/extension ladders; scaffold towers, roofwork etc</i>).	☐	☒
2	Work in excessively noisy environments above statutory control limits (<i>Highly unlikely to include examples associated with any office environments. Examples might include use of woodworking machinery, road drilling, masonry cutting etc</i>).	☐	☒
3	Work in unusual environmental conditions (<i>e.g. where access or egress or free flow of air may be restricted or where there may be a build up of gases, vapours or fumes or the use of breathing apparatus is required</i>).	☐	☒
4	Use of hand operated tools and equipment known to be associated with hand arm vibration syndrome (<i>e.g. percussive metalworking tool; rotary handheld tool [not floor polishers]; grinders; percussive hammers and drills etc</i>).	☐	☒
5	Driving a heavy goods vehicle, coach, bus or minibus belonging to Lancashire County Council, transporting others in their own vehicle, or regularly transporting more than three other people as part of normal duties.	☐	☒
6	Some contact with hazardous substances (<i>e.g. chemicals with an orange warning label indicating: very toxic; toxic; harmful; corrosive; sensitising by inhalation/skin contact; carcinogenic; mutagenic; toxic for reproduction; professional bio/pesticides; organophosphates; gluteraldehyde; latex gloves</i>).	☒	☐
7	Prolonged or frequent exposure to machine generated wood dust, or other heavy or excessive concentrations of mineral dust.	☐	☒
8	Work with lead or lead-based products (<i>e.g. some paints</i>).	☐	☒
9	Food handling/preparation (of raw or uncooked food only).	☒	☐
10	Occupational fieldwork or work in extreme conditions (<i>e.g. involving excessive heat or cold or frequent walking for long distances over rough terrain in all weather conditions, forestry/countryside work</i>).	☐	☒

B. The post to which this form refers will or may involve one or more of the following activities. (Please indicate YES or NO)

This section is for the information of applicants and does not facilitate a referral to Occupational Health.

		YES	NO
11	Face to face contact with the public/service users (<i>e.g. at sensitive front line posts re abuse, aggression, assault</i>).	☒	☐
12	Working in isolation/lone working.	☐	☒
13	Work with electrical wiring (<i>e.g. colour blindness</i>).	☐	☒
14	Work where there may be an increased risk of needlestick injuries or blood borne infections HIV; Hepatitis B; Hepatitis C: (<i>e.g. site supervisors; site work, grounds or buildings maintenance, gardeners; some carers</i>).	☐	☒
15	Work that may bring the employee into contact with rats, rat contaminated ground or other animals or livestock (<i>e.g. risk of weils disease, other animal borne diseases, zoonoses</i>).	☐	☒
16	Manual handling (<i>other than routine office/administrative lifting and carrying e.g. assisting / moving service users with mobility problems, portering type activities</i>).	☒	☐
17	Working with vulnerable service users (<i>e.g. children with disabilities; the elderly; children/adults with learning difficulties; alcohol/drug abusers</i>).	☒	☐
18	Work involving repetitive movements or forced posture (<i>e.g. twisting, screwing, movements of the hands wrists, arms and/or shoulders awkward body and limb posture or excessive force, bending, kneeling</i>).	☒	☐
19	Work as a regular display screen user (<i>where more than $\frac{1}{3}$ of a person's time is spent using DSE continuously over any 1 month period</i>).	☐	☒

WELLBEING & MENTAL HEALTH

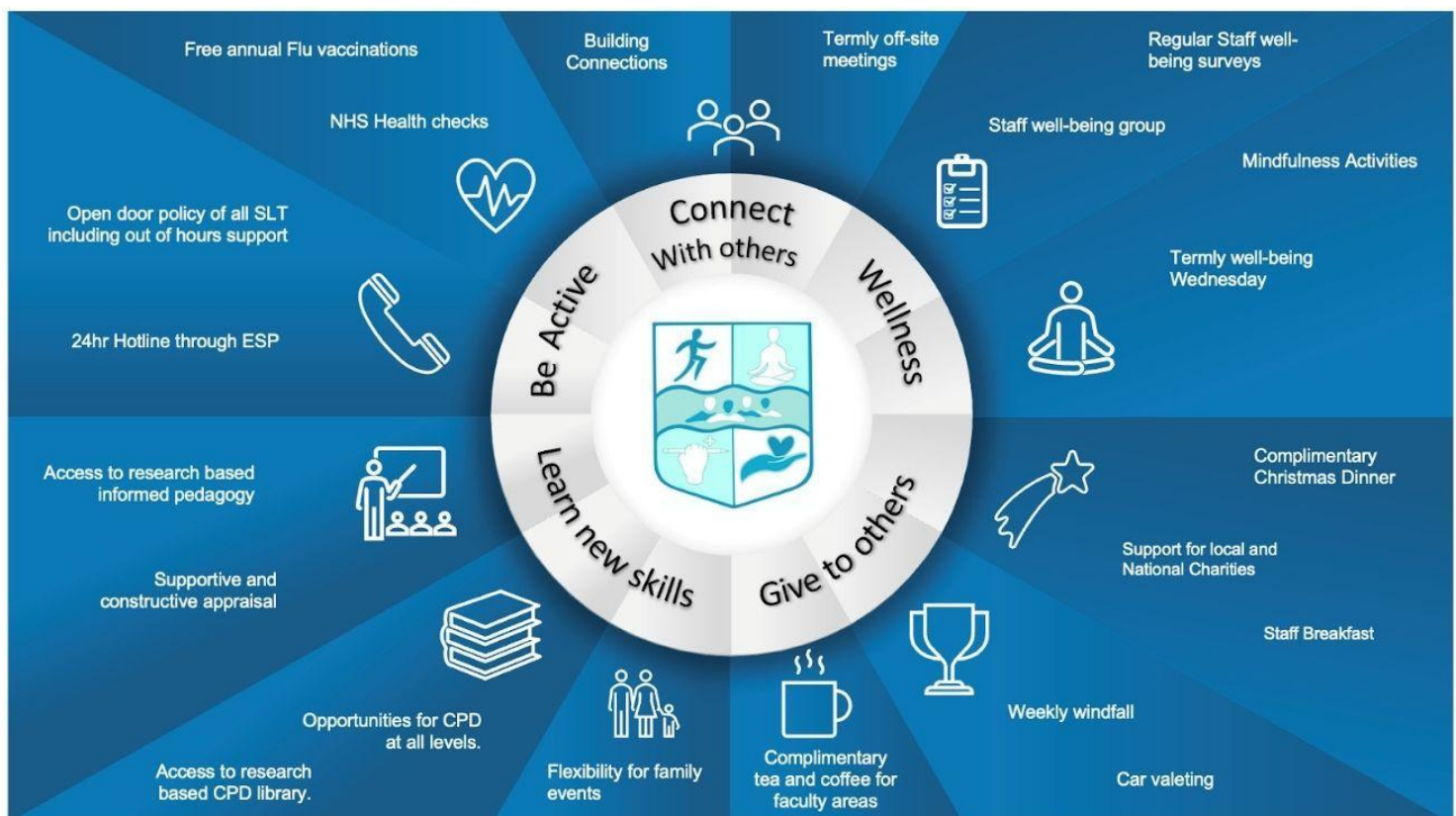
OUR SCHOOL COMMUNITY STRATEGY



At Haslingden High School and Sixth Form we are committed to supporting the mental health and wellbeing of our students and staff through our proactive approach in advocating positive mental health.

Our long term strategy:

- Prioritise staff mental health
- Support staff to take responsibility for their own and others wellbeing
- Give leaders access to the tools and resources to support wellbeing
- Revisit the communications policy
- Ensure staff have a voice in decision making
- Drive down unnecessary workload
- Champion flexible working and diversity
- Create a good behaviour culture
- Support staff to progress in their careers
- Protect leaders' wellbeing and mental health
- Hold ourselves accountable for measuring staff wellbeing through the Positive Workplace Survey



"Haslingden High School continues to be a 'good' school"



Ofsted report 2022

"Pupils behave well...they are keen to learn"

"Staff provide a wide range of enrichment activities"

"Pupils told inspectors that they feel safe...Pupils enjoy strong relationships with one another and with staff"

'Leaders, governors and staff have high expectations of what pupils and students should achieve'

"There is a strong safeguarding culture throughout the school"

"Pupils and students in the sixth form are proud to be part of Haslingden High School and Sixth Form. Pupils told inspectors that this is because it is friendly and welcoming. They enjoy coming to school."



Useful Information

Thank you for your interest in joining our incredible team of staff here at Haslingden High School and Sixth Form.

Application forms can be found at the bottom of the [vacancies section](#) of our website.

Please email your application to vacancies@haslingdenhigh.com

If you have any questions, please do not hesitate to get in touch.



Haslingden High School and Sixth Form

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@HaslingdenHigh



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