



**OUNDLE**  
School

## **Catering Manager**

Oundle School was established in 1556 and is one of the country's leading co-educational boarding and day schools. The School has a turnover in the region of £40m and a staff of approximately 800. The School prides itself on being associated with the best in modern independent school education.

Oundle School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will be required to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Service.

### **About the role**

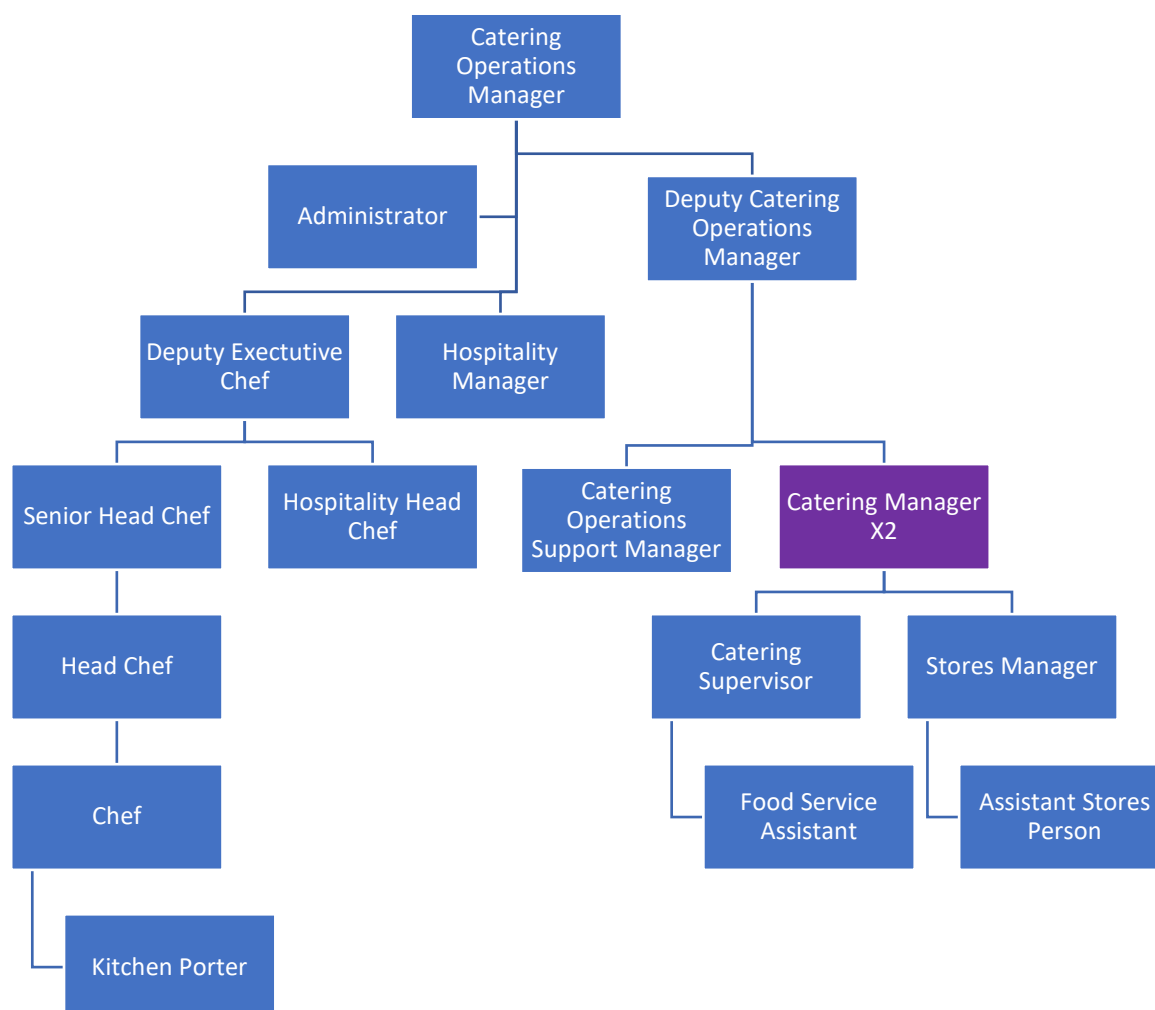
The Catering Manager is responsible for the successful production and delivery of healthy, balanced food to pupils, staff and visitors at all services, within pre-determined budgetary levels. Ensuring all recipes on the Caternet are followed, ensuring consistency at all times. They are also responsible for overseeing the staff in their area, both in the kitchen and dining rooms, and the day to day liaison with key members of staff and customers such as Hsms and Matrons.

As part of the Catering Management team, the Catering Manager regularly acts as a Duty Manager (including during the Lets periods).

### **About the department**

The Catering Department consists of approximately 105 staff who support all internal dining for 14 boarding houses (either in house or in joint dining rooms), the senior day house and the junior school, all hospitality events and the catering requirements for the external Lets business during School holiday periods. There is also an expectation that shifts should be altered to oversee service in the evenings and outside of normal service periods.

There are two Catering Managers - one takes responsibility for the Refectory (including the management of Laxton Junior School) and the other takes responsibility for Two Acre (including the management of Sports) and is required to assist with some of the management of the Hospitality team in the absence of the Executive Chef.



## Role specification

The main duties and responsibilities of the role are listed below. Please note these are not exhaustive, but highlight the main tasks.

### Catering

- To line manage the Catering Supervisors and work with the Head Chefs and culinary team to ensure that kitchens and service areas deliver the required level of service and food at all times.
- To liaise with the Kitchen Operations Manager to ensure effective use of resources amongst the chef and culinary team, enabling the smooth running of the catering operation.
- Through effective management, to ensure that all catering areas are kept spotlessly clean through appropriate cleaning schedules.
- Through effective management, to ensure all service equipment, furniture and fabric is maintained as required.
- To provide all relevant information, such as numbers, age range, budget, etc., to the relevant kitchens to enable them to produce suitable menus for all events and lets.

- To liaise regularly and appropriately with stakeholders and customers, particularly Hsms and Matrons, about service quality, updates and other matters.
- To implement the inspection process for opening and closure of production and service areas.
- To work with the team to control waste and ensure efficient service from a financial and resource perspective.
- To actively report any health and safety issues or signs of pest infestation, to the Deputy Catering Operations Manager/s.
- To establish and maintain systems and procedures in all service and Front of House areas under your control to monitor, maintain and improve upon the standards of food service.

## Finance

- To use the online procurement system effectively to manage ordering, stock and overall spend.
- To monitor spend against the budget on a monthly basis, ensuring that your area remains under budget whilst service levels are high.
- To ensure evidence of catering financial best practice is in place such as recipe/dish costings, cost per head calculations, wastage monitoring, minimum monthly stock-takes via the online procurement system.
- To assist the Deputy Catering Operations Manager and Operations Support Manager to arrange the working rota cover, effectively ensuring that all areas are fully covered and that the labour force are used to best effect both operationally and financially.
- To ensure each area undertakes stock taking of all items of food and beverages on a monthly basis.
- To procure sundries, disposables, fresh foods and dry goods in line with the Catering Procurement Policy and centralised menus.
- To check that the Supervisors and Head Chef ensures food stock levels are kept to minimum and that all stock bought is correctly rotated and used within use by date.

## Legislative

- To understand the legislation for Food Hygiene, Health & Safety (including CoSHH) and Allergen Management with regard to requirements within the department and ensuring compliance.
- To ensure that staff are following the policies and procedures in relation to the above legislation, taking responsibility for compliance within your area.
- To support as required with EHO visits and inspections and ensure that outcomes and recommendations from inspections or visits are acted upon and communicated as necessary.
- To understand the compliance software and audit system that is in place and ensure that it is being used as per policy. This incorporates cleaning schedules and processes, food safety requirements including HACCP and allergen management processes.
- To ensure that risk assessments are in place across the area of responsibility as required.
- To ensure that staff are trained appropriately in the use of the relevant audit and software tools.
- To ensure audits happen in a timely manner in accordance with policy and that actions are taken as a result of the audit process to make the requirement improvements.
- To ensure staff are instructed and trained in the correct and safe operation of all kitchen equipment and chemicals.

## Staff Management

- To deputise for the Deputy Operations Manager as necessary.
- To line manage the Catering Supervisors within your area in terms of induction, training, development, appraisal and performance management in line with good practice and School policy.
- To be accountable for the staff in your area, including induction, training, appraisal, performance management, and ongoing mentoring for all aspects of fulfilling a catering role.
- To be the primary point of contact for the area team and to be responsible for all matters relating to the welfare, motivation, achievement of best practice and development of this team.
- Actively promote the school competencies and implement one to one meetings with direct reports.
- Act as a Duty Manager for the department on the duty management rota, including during holidays and weekends).

## General

- Act at all times consistently with Oundle School's Safeguarding Policy, associated procedures and standards of behaviour and in line with Keeping Children Safe in Education (KCSIE) Part 1 and Annex B.
- Support the School's Prevent Strategy as outlined in the Prevent Policy in the Staff Handbook, ensuring that visitor and other relevant protocols are observed.
- Demonstrate an appreciation for the importance of diversity, through your actions and behaviours, with the School's Equality, Diversity and Inclusion Strategy.
- Ensure compliance with the School's Health and Safety policy and requirements.
- Carry out any other duties commensurate with the post as may be reasonably required by your Line Manager.

*These tasks are not intended to be exhaustive.*

*It is the shared responsibility of the post-holder and line manager to ensure that the job description is kept up to date.*

## **Equal Opportunities**

Oundle School and Laxton Junior School are proud to be equal opportunities employers. We welcome applications from all and value diversity throughout the School community. The School is committed to the elimination of unconscious bias, promoting an ethos of inclusion, respect for others and celebrating diversity in all its forms throughout the School community.

The recruitment process will be conducted in line with our Recruitment and Checks Policy and in such a way as to result in the selection of the most suitable person for the role in terms of relevant experience, abilities and qualifications, as well as to meet the School's compliance requirements.

The School will make reasonable adjustments to assist in the application and interviewing process of any disability identified by potential applicants, please make contact with the HR team in the first instance c/o [opportunities@oundleschool.org.uk](mailto:opportunities@oundleschool.org.uk) or ring 01832 277193.

## Person Specification

The selection of candidates for short-listing will be based on this specification. Candidates should bear this in mind when preparing their application and completing the application form.

Qualifications	Essential	Desirable
Educated to GCSE standard or equivalent with passes in English and Maths (or ability to show standards of literacy and numeracy in line with the GCSE equivalent).	✓	
CIEH Level 3 Award in Supervising Food Safety in Catering (or equivalent proven experience/ demonstrable knowledge).	✓	
CIEH Level 3 Award in Food Allergen Management in Catering (or equivalent proven experience/ demonstrable knowledge) – or must be completed during probationary period	✓	
Full Driving Licence*	✓	
A relevant qualification at NVQ level 5 or equivalent		✓
NVQ Level 3 in Food Preparation and Production, City and Guilds 706/1&2 or equivalent		✓
CIEH Advanced Food Hygiene Certificate		✓
First Aid Qualification.		✓
Competencies, Skills & Experience	Essential	Desirable
Managerial experience within a relevant role with multiple stakeholders (e.g. hotel or catering setting)	✓	
Proven track record in providing first class customer care.	✓	
Confident user of Microsoft Office Suite (Word, Excel, Outlook).	✓	
Able to use Microsoft office package effectively (Word, Excel, email)	✓	
Ability to use or learn procurement, compliance and management information systems (such as Caternet, Navitas etc).	✓	
Experience in using appropriate management information systems to aid management controls with finance /stock / ordering	✓	
Knowledge of dietary requirements and allergens	✓	
An understanding of Health & Safety and Food Safety compliance	✓	
Experience of recruiting and training staff.	✓	
Familiarity with enterprise or commercial catering operations.		✓
Previous experience in a school or educational setting.		✓

Personal qualities	Essential
Strong team player	✓
Demonstrates inclusive behaviours and values diversity	✓
Ability to prioritise and organise both own and others workloads, delegating effectively where necessary	✓
Self-motivated; willing to learn and adapt, with a focus on continuous improvement	✓
Enthusiastic, committed, and flexible approach to work.	✓
Customer orientated and service driven	✓
Ability to work calmly whilst under pressure	✓
Smart and well presented at all times	✓
Professional approach – confidential and discrete manner	✓

All roles at the School are classed as ‘regulated activity’ as per the Keeping Children Safe in Education guidance, therefore a good understanding of safeguarding procedures is essential.

## Employment Information

The role is subject to a six-month probationary period. On completion, you will be expected to participate in the School's appraisal system.

All members of staff are appointed to the School as a whole and may reasonably be asked to undertake similar or related duties in a department or team other than that to which they were originally appointed, or for any subsidiary company.

The School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff to share this commitment. All staff appointed to the School are required to be checked through the Disclosure and Barring Service, and to provide evidence of identity, evidence of their entitlement to work in the United Kingdom, and evidence of qualifications deemed essential to the role, or declared on their application form.

- **Start date:** 1 September 2026, subject to pre-employment checks
- **Contract:** Permanent
- **Working weeks:** This role is to work 52 weeks per annum.
- **Hours of work:** The requirement is to work 40 hours per week, Monday to Friday with a duty weekend on a rota basis. You are entitled to a daily one-hour meal break. All meal breaks are non-working hours and unpaid.
- **Salary:** £45,557. You will be paid each month through the year.
- **Holidays:** Holidays are not to be taken during Oundle School term time. 32 days' (6.4 weeks) paid holiday in each complete holiday year, including public holidays. This is pro-rata for part-time staff. The school contractually determines that 3 holiday days, be taken between Christmas and New Year, where staff are contracted to work this period. There is a requirement to work any Bank Holiday when the School is in operation.

To apply, please visit our Recruitment website at: [www.oundleschool.org.uk/vacancies](http://www.oundleschool.org.uk/vacancies)

**Closing date for applications is Friday 3 July 2026, 9am.  
Interviews will be held on week commencing 6 July 2026.**

If you have any questions about the role, please contact:

**Human Resources**

**Oundle School, The Bursary, Church Street, Oundle, Peterborough, PE8 4EE**

**Email: [opportunities@oundleschool.org.uk](mailto:opportunities@oundleschool.org.uk) / Tel: 01832 277193**