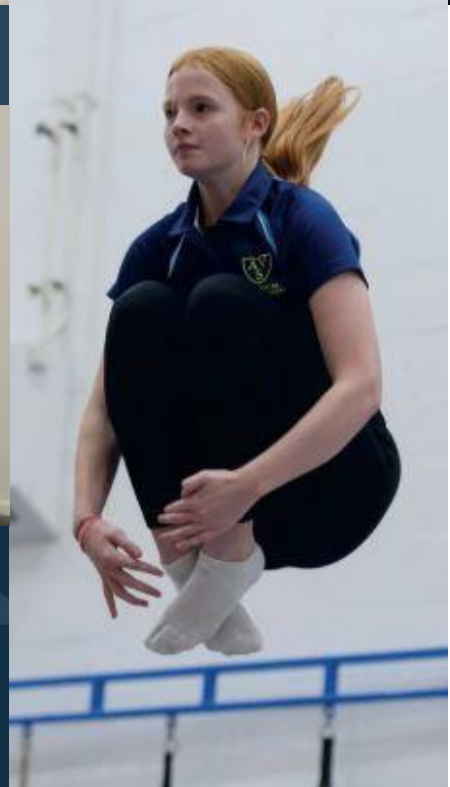




**THE AVON VALLEY SCHOOL**  
AND PERFORMING ARTS COLLEGE

# Assistant Catering Manager Application Pack

**AMBITION RESPECT CARE**



## A warm welcome from the Headteacher

Dear Candidate,

Thank you for your interest in joining The Avon Valley School & Performing Arts College as Assistant Catering Manager.

The Avon Valley School is a popular, oversubscribed foundation school, offering a dynamic and ambitious curriculum for 11 to 16 year olds. We have worked hard to build a vibrant and supportive learning community, where students, staff and families work together to help every student thrive and fulfil their potential.

The culture here is incredibly positive and supportive. This means that our staff enjoy coming to work and are passionate about working together to make a difference to the lives of our students. We believe in nurturing confident, respectful and responsible young people who are ready to make a positive contribution to society.

Our core values **ambition**, **respect** and **care** are at the heart of everything we do. These principles shape our inclusive school culture and guide us as we support students on their education journey.

We offer a broad and engaging curriculum, delivered through high-quality teaching that promotes knowledge, creativity and critical thinking. Students are encouraged to explore, debate, problem-solve and communicate with confidence. Alongside academic excellence, our pastoral programme plays a key role in developing leadership, resilience and independence. Skills that will serve our students well beyond their time at AVS.

Academic achievement is important to us, and we are proud of our students' success. But life at AVS is about so much more. Whether it's in sport, drama, music, science, enterprise or the arts, our students are encouraged to pursue their passions and develop their talents both inside and outside the classroom.

As a performing arts specialist school, we are exceptionally proud of the creativity and talent that flourishes across our school. From drama, dance, music and technical theatre, students have access to outstanding facilities and inspiring opportunities. In 2024, our dedication to the arts was nationally recognised when AVS won Best School Show at the National Schools Theatre Awards. This was an incredible achievement that reflects the hard work, passion and teamwork of our students and staff.

I hope that this information pack will give you a flavour of our school, and I encourage you to visit, to see how our values and culture flow throughout the school, and the pride that our staff and students have at being part of Avon Valley School. I'm confident that you'll discover Avon Valley is a warm, welcoming place where you can really thrive and have a positive impact on both our students and our wider community.

Finally, I would like to take this opportunity to wish you every success in your application to join our exceptional team.

Blake Francis,  
Headteacher

## About The Avon Valley School & Performing Arts College

### VISION

To inspire, advance aspirations, and cultivate a school community of limitless potential.

### MISSION STATEMENT

At The Avon Valley School and Performing Arts College, we aim to create an inclusive learning environment where everyone feels valued and supported. We believe in respect, being relentlessly ambitious, and looking out for each other. Our goal is to inspire each individual to chase their dreams and make a difference in the world around them. Through our belief in the limitless potential of every individual, we strive to inspire and equip everyone in our community to thrive and excel.

### OUR CORE VALUES

Our core values are our DNA; they enable us to create an inclusive environment where everyone feels valued, understood and supported; fostering a sense of belonging and unity that strengthens our community bonds. This enables everyone to thrive, both personally and academically, enhancing overall happiness and success.

**Ambition:** We inspire and challenge each person to strive for excellence, fostering a culture of continuous improvement and perseverance. This empowers everyone to push through their boundaries to unlock their full potential, and achieve remarkable things beyond what they thought possible.

**Respect:** We celebrate the diversity of our community and treat every individual with kindness, dignity, and consideration. By acknowledging the unique backgrounds and perspectives of each person, we create an environment where mutual understanding and acceptance flourish, fostering a culture of trust, inclusivity and unity.

**Care:** We cultivate an environment where compassion and empathy are paramount, nurturing the holistic well-being of every member of our community. By prioritising the emotional and physical welfare of individuals, we demonstrate a commitment to their overall health and happiness, fostering a supportive community where individuals feel valued, heard, and supported through life's challenges.

These core values underpin everything we do at The Avon Valley School, guiding us in our pursuit of excellence. Through teamwork, creativity, and unwavering support, we empower our students to embrace opportunities, overcome obstacles, and experience the joy of learning together.

### ETHOS AND CULTURE

At The Avon Valley School and Performing Arts College, we value each and every individual. We believe that everyone has the potential to succeed and is an untapped source of talent. It is our aim to unlock this potential through the provision of a first class education, creating lifelong learners.

Underpinning this aim is our desire for our students to enjoy their school days and be equipped with the skills and knowledge for life. We want our students to understand their rights and responsibilities and those of others and to be compassionate and caring members of society.

The ethos and culture of the school is unique and has been commented on during successive OFSTED inspections. A result of this and our significant progress is that The Avon Valley School and Performing Arts College has continued to be judged as a Good school. This has led to the school being extremely popular and oversubscribed.

## SENIOR LEADERSHIP TEAM

The senior leadership team consists of Headteacher, 2 Deputy Headteachers, 4 Assistant Headteachers and the School Business Manager. They work collaboratively and provide expertise and support across all of the school's activities.

## PASTORAL SUPPORT

We pride ourselves on the quality of our pastoral care for all students and have a highly skilled team of pastoral staff including Heads of Year, Pastoral Leads, SENCO, Form Tutors and Teaching Assistants. We also work positively with a wide range of external agencies.

## WORKING FOR AVON VALLEY SCHOOL

The Avon Valley School is known for its aspirational and caring environment. Our staff are welcoming, committed, and maintain the highest expectations of both themselves and our students. We have a hardworking and committed team of specialist teachers who are dedicated to ensuring the best possible outcomes for our students. Our stable and experienced staff can offer support and guidance to colleagues at any stage of their career, and we actively encourage staff to create a personal improvement and development plan so we can help them realise their career goals and ambitions. Our staff are enthusiastic, have a good sense of humour, and support each other, which makes it a fantastic place to work.

## GROWING TOGETHER: BALANCE, BELONGING, AND WELLBEING

*"True balance is rarely found in isolation; it is cultivated in a community that values the person as much as the professional. Our collective strength comes from how well we look after each other."*

At Avon Valley School, we believe that our students can only thrive when our staff are healthy, motivated, and supported. Working in education can be both immensely rewarding and demanding. Success isn't just about individual performance; it's about the relationships we build with our colleagues and the support system we provide for one another. Because of this, wellbeing is woven into daily life at the school.

### Work-Life Balance

We respect the lives of our staff outside of the school gates. A healthy community is made of well-rested people. We try to ensure your home life remains your own.

- **Realistic Deadlines:** We provide an annual calendar of meetings and assessment/reporting dates at the start of the year to help you plan ahead.
- **A Community Right to Rest:** We champion a "Digital Sunset"; we do not expect staff to respond to emails out of the core school hours of 8.30am – 4pm or during weekends and holidays. We respect each other's boundaries so that everyone returns to school refreshed.
- **Additional PPA Time (exceeding the 10% normal offered for teaching staff) designed to promote a healthy work life balance.**
- **Staff Wellbeing is an integral part of the appraisal process.**
- **Flexible Working Arrangements for All Staff:** Where possible, we support flexible working requests. In addition, teaching staff are offered a biweekly work-from-home option, and support staff are offered 2 flexible working days each academic year.
- **A Generous Absence Request Policy:** Do you want to watch your child's primary school sports day or nativity, or attend your best friend's wedding? Not a problem if you work for us.

## Professional Growth

We don't just want you to work here; we want you to thrive here. We actively try to seek ways to reduce administrative burdens so you can focus on what matters most: teaching and learning.

- **Dedicated CPD Time:** We dedicate significant time to high-quality professional development, ensuring that staff are equipped with the latest pedagogical tools and have the time and resources to stay at the forefront of their subject specialisms.
- **Collaborative Development:** Our professional development isn't "done to" you; it's built with you. We run workshops where we learn from the expertise within our own walls.
- **Personal Development Integral to Appraisal Process:** We offer mentoring and leadership opportunities to enhance personal and career development goals.
- **Open Door Policy:** A committed and collaborative Senior Leadership Team (SLT), who are active members of the school community. We listen to concerns and act on feedback promptly.
- **Dedicated Classroom** where possible for teaching staff.
- **Successful ECT Programme**, fostering professional growth.

## The Power of "We" (Community)

We believe that no one should have to navigate the challenges of education alone. We foster a community where every voice is heard.

- **Structured Induction:** New colleagues receive a comprehensive induction program and a dedicated mentor to help them settle into the Avon Valley family, ensuring you have a friendly face to turn to from day one.
- **Collaborative Planning:** Our faculties work together: sharing resources, schemes of work, and assessment materials to ensure that no single teacher is ever starting from scratch.
- **The Social Heart:** A modern, comfortable staffroom, where you can take time out or work together, in a space for staff to connect as people, not just as colleagues. Our termly "Thank-you Breakfasts" give us the opportunity to celebrate our successes and support each other through the hurdles.
- **A Thriving School Community** with engaged students and supportive parents/carers.

## Health & Mental Wellbeing

Your physical and mental health are our priority. We provide a range of tangible benefits to support both your physical and mental health and your financial peace of mind.

- **Private Medical Insurance:** To ensure you have the best care when you need it, all permanent staff are eligible for our comprehensive private healthcare plan. This includes fast-track access to specialists, diagnostic tests, and mental health support.
- **Employee Assistance Programme (EAP):** All staff have 24/7 access to a confidential counselling, legal advice, and financial guidance for you and your immediate family, providing a safety net for those times when life outside school requires extra support.
- **Cycle to Work Scheme:** We encourage a healthy and sustainable commute. Our salary sacrifice scheme allows you to save on the cost of a new bike and accessories, spread over manageable monthly interest-free payments.

**We look forward to welcoming you to a school that values you as a person as much as a professional.**

## Assistant Catering Manager

Band F SCP 7 - 10 (£22,608.86 - £24,097.97 Actual Salary)

Full Time – Permanent (37 hours per week, 6.30am/7.00am - 2.30pm/3.00pm Monday - Friday (hours negotiable) (39 weeks per annum: TTO plus teacher training days)

Job Start: May/June 2026

*Are you a talented and experienced catering professional with a passion for providing high-quality, nutritious food in a busy, friendly environment? Do you have the leadership skills to motivate a team and the drive to help take our school's catering service to the next level?*

### THE OPPORTUNITY

The Avon Valley School is seeking to appoint a dedicated and enthusiastic **Assistant Catering Manager**. This is a fantastic opportunity for a skilled professional to play a pivotal role in shaping the culinary experience for our school community. Working closely with the Catering Manager, you will help lead our team in delivering delicious, healthy, and appealing meals that cater to a diverse range of needs.

### WHY JOIN US?

At The Avon Valley School, we are committed to nurturing every student's potential, both academically and personally. Our ethos is built on **Ambition, Respect and Care**, fostering a learning environment where students feel valued, supported and empowered to achieve their aspirations.

Avon Valley School offers a welcoming and collaborative environment where every member of staff is valued. We are committed to providing exceptional professional development opportunities and a supportive culture where you can thrive. You will have the chance to work with a fantastic team of staff and students who are all dedicated to building a safe, happy, and successful school.

### THE ROLE & RESPONSIBILITIES

Supporting the Catering Manager, you will assist with the day-to-day supervision and development of our school's catering provision. This is a hands-on role that requires both culinary expertise and strong supervisory skills. The successful candidate will be hardworking, friendly, organised, possessing excellent customer service and communication skills.

#### Key Responsibilities:

- **Team Supervision:** Assist in leading, managing, and motivating the catering team to ensure a positive and productive working environment.
- **Operational Support:** oversee kitchen operations in the absence of the Catering Manager, including food preparation, service and cleaning.
- **Menu & Quality Control:** Help implement exciting, balanced menus that meet school food standards and dietary requirements (including allergens and cultural needs).
- **Financial Awareness:** Assist with stock ordering, waste management, and cost control to ensure value for money.
- **Health & Safety:** Maintain the highest standards of food hygiene, health, and safety, strictly adhering to all regulations (e.g., HACCP, COSHH), ensuring all records are accurate and up to date.
- **Customer Service:** Engage with students and staff to ensure a friendly service and gather feedback for continuous improvement.
- **Compliance:** Ensure all catering activities comply with statutory requirements and school policies.

## WHAT WE ARE LOOKING FOR

The ideal candidate will be:

- Have previous experience of working in a similar catering environment, preferably in school catering.
- Possess a strong knowledge of food safety and hygiene regulations, with a relevant qualification (e.g., Level 3 Food Hygiene).
- Demonstrate excellent supervisory and communication skills.
- Be organised, reliable, and able to remain calm under pressure during busy service times.
- Have a positive, can-do attitude and a passion for providing exceptional service.

## WHAT WE OFFER

Joining The Avon Valley School means becoming part of a supportive and forward-thinking community. You will join a school that values professional development and personal growth. Whatever your career aspirations, we offer a supportive environment where you can gain valuable experience while playing a vital role in the school's daily success.

Our staff enjoy:

- **Tailored career development** with annual personal development opportunities.
- **Flexible working arrangements for support staff**, including 2 flexible working days.
- **A generous absence request policy**, for example, do you want to watch your child's primary school sports day, or attend your best friend's wedding? Not a problem if you work for us.
- **A proactive staff wellbeing programme** to support work-life balance.
- **A committed and collaborative Senior Leadership Team.**
- **A thriving school community** with engaged students and supportive parents/carers.
- **Lunch provided** for anyone offering student facing activities during lunchtimes.
- **Paid duties** for anyone joining our lunchtime duty team.
- **Employee benefits**, including a cycle-to-work scheme, employee assistance programme, free on-site parking, and catering facilities.

## TO APPLY:

If you want to be part of a school where you can truly make a difference, we encourage you to apply by clicking the link below which will take you to our online application form.

Please visit our website to find out more about the school: <https://www.avonvalleyschool.uk/>

**Application Deadline: 9am on Monday 18<sup>th</sup> May 2026**

(We reserve the right to close this vacancy early if we receive sufficient applications for the role).

**Interviews:** Shortly after closing date.

For further information, email: [chearne@avonvalleyschool.uk](mailto:chearne@avonvalleyschool.uk) or telephone: **01788 542355**.

## Safeguarding and Compliance

Please note:

- We do not accept CVs without an application form.
- We do not provide working visas.
- If shortlisted, you will be required to complete a declaration regarding any relevant criminal offences as part of our safeguarding duties.
- **Avon Valley School conducts online searches (including social media) as per KCSIE 2025.**

**AMBITION, RESPECT, CARE**

- **We are committed to safeguarding and promoting the welfare of children and young people.**  
This post is subject to an Enhanced DBS check (child workforce) via the Disclosure and Barring Service.

Join us in shaping a future of limitless potential. We look forward to hearing from you!

## Job Description: Assistant Catering Manager

<b>Accountable to:</b>	School Business Manager	<b>Line Managing:</b>	N/A
<b>Post Type:</b>	Permanent	<b>Salary/Grade:</b>	Band F SCP 7-10
<b>Liaising with:</b>	Staff, students and visitors		

### Every member of staff is required to:

- Work towards and promote the vision, beliefs, aims and expectations of the school.
- Support and contribute to the achievement of every child's outcomes.
- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Undertake professional development activities to enhance personal development and performance.
- Maintain high personal professional standards of attendance, punctuality, appearance, conduct and positive relations with students, parents and staff.

### Job purpose:

- To supervise the catering team, including allocating work tasks, in the absence of the Catering Manager;
- To co-operate in the formulation of and implementation of food safety legislation procedures necessary for the running of a quality catering service;
- To assist with planning menus which meet the requirements of statutory Nutritional Standards within budget available, including special diets;
- To ensure correct and efficient food storage to minimise unnecessary wastage and deterioration of foodstuffs;
- To prepare, cook and serve a variety of healthy and balanced meals in bulk for students, staff and visitors;
- Transport food to serving locations;
- Offer encouragement and guidance to assist pupils in making choices;
- Order supplies, receive food deliveries, check off and put away;
- Ensure appropriate records are kept;
- Handle electronic payments for sales;
- Wash up (manual and dish washer);
- Clean kitchen equipment, utensils, surfaces, fridges, sinks, ovens, floors, walls and store areas;
- Put out, lay and return to storage, furniture used in the dining room;
- Clean dining area;
- Set up plates and cutlery for use.

### Support to School

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with;
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person;
- Be aware of, support and ensure equal opportunities for all;
- Contribute to the overall ethos/work/aims of the school;
- Appreciate and support the role of other professionals;
- Attend and participate in relevant meetings as required;
- Participate in training and other learning activities and performance development as required;
- Assist with pupil needs as appropriate during the school day;
- Maintain safe and hygienic working practices at all times.

<b>Continuing Professional development</b>
<ul style="list-style-type: none"> <li>• Take responsibility for personal professional development, keeping up-to-date with research and developments;</li> <li>• Undertake any necessary professional development as identified.</li> </ul>
<b>Responsibility for others:</b>
The post has some impact on the well-being of individuals or groups (i.e. physical, mental, social, health and safety).
<b>Responsibility for staff:</b>
The post has full supervisory responsibility for a team of staff.
<b>Responsibility for budget:</b>
The post has some direct responsibility for a budget.
<b>Responsibility for physical resources:</b>
The post has some direct responsibility for physical resources, involving day to day maintenance of equipment and/or ordering/stock control of a limited range of supplies and/or use of expensive equipment.
<b>Additional Duties</b>
<ul style="list-style-type: none"> <li>• Contribute to the life of The Avon Valley School and Performing Arts College, and support its ethos and policies;</li> <li>• Undertake any other duties as reasonably required by the Headteacher.</li> </ul>

This job description may be reviewed and be subject to amendment or modification after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

**Safer Recruitment Statement:**

*We are committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. This post requires Enhanced Disclosure (DBS).*

## Person Specification: Assistant Catering Manager

	Essential	Desirable	Evidence
<b>Qualifications &amp; Experience</b>	<ul style="list-style-type: none"> <li>• The ability to plan menus which meet the requirements of statutory Nutritional Standards within budget available, including special diets;</li> <li>• The ability to prepare, cook and serve a variety of healthy and balanced meals in bulk;</li> <li>• Experience of using a wide range of office equipment and ICT software, information systems in a catering environment;</li> <li>• Experience of managing a Catering Department;</li> <li>• A high level of accuracy with written and spoken English, including the correct use of spelling, grammar and punctuation.</li> </ul>	<ul style="list-style-type: none"> <li>• 4 A*-C grades at GCSE including at least C grade in English and Mathematics;</li> <li>• Experience of Managing a Catering Department;</li> <li>• NVQ Level 3 or above in Hospitality Management or willing to work to achieve;</li> <li>• Level 3 or above food hygiene certificate or willingness to work towards.</li> </ul>	Application form
<b>Skills &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge of and commitment to school policies including Child Protection, Health &amp; Safety and Equal Opportunities;</li> <li>• ICT skills including knowledge of Microsoft Excel, Word, Power Point and Access;</li> <li>• Excellent telephone manner;</li> <li>• Self-starter, work on own initiative, strong organisational skills, and good written communications. Ability to establish priorities and meeting agreed targets and deadlines;</li> <li>• Demonstrate a clear commitment to the team approach; exchanging ideas and providing support to colleagues;</li> <li>• Ability to build effective working relationships with a wide variety of individuals;</li> <li>• Proven high communication skills, oral and written in order to produce detailed reports and memos;</li> <li>• Evidence of well-developed interpersonal skills. Ability to communicate effectively both verbally and in writing, negotiating ability and tact to promote good relationships within and outside the school;</li> <li>• Embrace responsibility for identifying sound and effective</li> </ul>		Application form, references & selection process

	<p>solutions to a variety of different problems;</p> <ul style="list-style-type: none"> <li>• The ability to manage time effectively, plan ahead, and organise kitchen tasks efficiently;</li> <li>• The capacity to troubleshoot and handle unexpected issues in a fast-paced kitchen environment;</li> <li>• Flexibility to accommodate dietary needs, changing circumstances, and new menu ideas;</li> <li>• Demonstrates an attention to details and an ability to stick at routine tasks;</li> <li>• Ability to set up and develop administrative systems, for checking, monitoring data, budgets and job evaluations and the ability to use information technology to a high degree of expertise.</li> </ul>		
<p><b>Personal qualities and skills</b></p>	<ul style="list-style-type: none"> <li>• Enthusiastic, sensitive, flexible, hard working with a sense of humour and ability to remain calm;</li> <li>• High level skills of communication, time management and prioritisation;</li> <li>• Excellent interpersonal skills and organisational skills;</li> <li>• Ability to support and challenge;</li> <li>• Ability to inspire, motivate and influence others;</li> <li>• Professional demeanour, good interpersonal skills and ability to deal with various members of public and senior management;</li> <li>• A genuine interest in cooking and a commitment to providing high-quality, healthy meals for children;</li> <li>• The ability to act on one's own initiative to deal with problems that arise;</li> <li>• A focus on quality, safety and presentation in all aspects of the role.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to ask for help if required;</li> <li>• Concern for the welfare of the school community.</li> </ul>	<p>Application form, references &amp; selection process</p>
<p><b>Special Requirements</b></p>	<ul style="list-style-type: none"> <li>• Excellent punctuality and attendance record</li> </ul>		<p>References &amp; selection process</p>

