



CASTLE COURT SCHOOL

Catering Manager

Dear Candidate,

When people ask me what makes Castle Court so special, my answer is always the same. It is the people – the Castle Court family. Castle Court is a very special place; we are a close-knit community where everybody is known and valued as an individual. When people first walk into Castle Court, they are struck by the genuine warmth of everyone they meet, but also by their passion and energy. Our 7Cs values of being compassionate, curious, creative, courteous, courageous, committed and collaborative are lived out week in and week out by both our staff and pupils.

Our emphasis is on the whole child and developing future leaders. We want our pupils to use all that they learn at Castle Court to make a positive difference in the world, for the good of all. We are a Christian School, and this permeates all aspects of school life and our interactions with one another. We are also a leading PSB school (Pre-Senior Baccalaureate) nationally and a member of the Learning Skills Trust. We are therefore naturally forward thinking in our approach to education and want to ensure that our pupils are equipped with the knowledge, skills and character they need to be successful and make a difference in an ever-changing, global world.

Our school is set in 55 acres of rolling Dorset countryside, and we are 15 minutes from the coast. We actively promote outdoor learning as we believe that our pupils should be inspired not only by those who teach them but also by the world in which they live. We are also passionate about unlocking each child's potential by developing their passions and strengths. We are therefore committed to providing an extensive co-curricular programme which inspires and challenges our pupils, develops character and leadership whilst also being lots of fun!

It is an exciting time to be joining our school: we have completed the building of an outdoor classroom adjoining our 10 acres of woods as we continue to invest in our beautiful rural site. We are also embedding our Re-Imagined School Day, which focuses on giving all children access to our extra-curricular programme during the course of the normal school day.

At Castle Court, we believe that childhood should be cherished and be a time of great joy and growth. I want all the children at Castle Court to look back at their time at the school and say it was the best of times, but also that it helped make them the person they are today. I hope this brochure gives you a good insight into life at Castle Court and inspires you to apply for this position and become part of the Castle Court family.

K Johnson

Mrs Katie Johnson
Head

Welcome from the Head



POSITION DETAILS:

We are looking for an enthusiastic and hands-on **Catering Manager** to lead our lovely kitchen team.

The position is available from **January 2027**. It is **offered on a permanent basis** and is **part-time** (7am-3.15pm Mondays-Thursdays, 7am-3pm on Fridays during term time, plus all INSET days).

The **total earnings** for this role, including salary, holiday pay and responsibility allowance, based on the hours above are **£26,280**.

This Opportunity



A LITTLE MORE ABOUT THE CATERING MANAGER ROLE:

The Key Responsibilities are as follows:

- **Staff Management**
 - Train and manage the catering team, ensuring they follow all procedures.
 - Oversee the performance management of the team to identify any training requirements: action induction and training in conjunction with the Leadership Team, as needed.
- **Menu Planning**
 - Plan menus that meet nutritional standards, cater to special diets and allergies, and comply with school policies.
 - Be aware of pupils' allergies and cater for the needs of various dietary requirements (including but not limited to vegetarian, halal and dairy/gluten-free).
 - Publish menus in the time frame agreed by the school.
 - Ensure that a balanced, appealing and nutritious menu is provided that nurtures life-long healthy eating habits and is broadly in-line with the Schools' Food Standards.
 - Liaise with school staff (e.g. Leadership Team, Section Leaders and Heads of Department), as required to contribute to wider food education.
- **Financial Management**
 - Manage budgets, control costs, monitor spending, and oversee stock control and ordering.
 - All ordering and control procedures for kitchen supplies.
- **Operations**
 - Ensure the kitchen and equipment are safe, clean, and work efficiently, and that all food production meets the required standards.
 - Be involved in production, planning, cooking, cleaning, table moving and service procedures.
 - Monitor the safety of machinery and equipment within kitchen and dining areas and report defects.
 - Oversee the provision of packed lunches for pupils and staff as required.
- **Health, Safety and Compliance**
 - Ensure full compliance with all food hygiene, health, and safety regulations.
 - Strive to increase the environmental credentials of the service, such as reducing waste.
- **Customer Service**
 - Maintain good relationships with school staff, pupils, and parents.
 - Address any customer feedback in a timely manner.
- **Supplier Liaison:**
 - Liaise with suppliers to order supplies and negotiate prices and contracts.
 - Maintain a relationship with local suppliers to ensure high quality, good value, local, environmentally-sound food supplies, wherever possible.
- **Event Support:**
 - Assist with or organise special functions or events held at the school.
 - Oversee the provision of catering for events and special functions, providing hospitality in liaison with organisers; occasionally this may be outside normal working hours/days.

Job Description



Person Specification

ESSENTIAL QUALITIES AND CHARACTERISTICS:

We are seeking to appoint a hands-on, customer-focused Catering Manager who...

- Has proven experience as a school Chef or Catering Manager.
- Has a passion for delivering excellent customer service.
- Has a solid understanding of hospitality procedures and best practice.
- Has outstanding communication skills and the ability to work efficiently under pressure.
- Has excellent food hygiene and safety knowledge (minimum Level 2 Food Hygiene Certificate).
- Has a well-organised but flexible approach to work
- Is able to use their initiative
- Is IT literate and able to use Microsoft Word, Excel and Outlook
- Has knowledge of HACCP, COSHH and Food Legislation, allergies and special dietary needs

DESIRABLE QUALITIES:

- A relevant qualification in Catering, such as an NQV in food preparation.
- Recent First Aid, Allergen Awareness and Health and Safety training.
- It would be an advantage to have skills in baking, particularly pastry and desserts.





About Us

Castle Court is a day Prep School located in the heart of Dorset; we seek to appoint staff who will be keen to be involved in the full breadth of school life and supportive of the school's Christian foundation. Castle Court was founded in Parkstone, Poole, in 1948 as a day school for boys; in 1968 it moved to its present site in beautiful grounds on the north edge of Corfe Mullen. In the 1970s we became co-educational and have steadily grown in size: today we have around 280 pupils, aged from 2 to 13.

Our setting is idyllic: 55 acres of magnificent playing-fields, playgrounds, gardens and woods; a school with stunning facilities, set in rural surroundings, yet easily reached from Bournemouth, Poole, Dorchester, Ringwood and the Isle of Purbeck. We have an excellent academic record and other strengths across the board: in Sport, Music, Art, Drama, Design Technology, and in Outdoor Learning. Please see [our website](#) for evidence!

For administrative purposes it is divided into the Nursery (Badger Cubs and Badgers), Pre-Prep (Reception to Year 2) and Prep School (Years 3 to 8).

The Leadership Team comprises the Head, Deputy Head, Head of Marketing and Admissions, Assistant Head – Pastoral, the Director of Teaching and Learning, the Director of Operations and the Director of Finance. The Management Team consists of Section Leaders, SENDCO, Core Subject Heads of Department, Director of Sport, Director of Music and Head of ICT. The Section Leaders look after the sections as follows: Nursery and Pre-Prep, Years 3-6 and Years 7 & 8.

Our aims are:

- That the child's learning and well-being are at the heart of all that we do.
 - That the educational experience is knowledge-rich, rigorous and well-balanced, and academic expectations are continually exceeded.
 - That each child is nurtured through outstanding pastoral care so that they can flourish inside and outside of the classroom.
 - That each child is provided with a strong foundation and compass for life - prepared with the skills needed for future success in a global world.
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How to Apply

APPLICATION

If you wish to apply, please complete the application form available on our website and send it to Katie Johnson, Head, via email to hmsec@castlecourt.com

Candidates are asked not to send CVs.

Please be aware that references and relevant safeguarding checks will be taken up ahead of interviews if you are shortlisted. We will also conduct online searches of shortlisted candidates. This will be part of a safeguarding check, and the search will purely be based on whether an individual is suitable to work with children. As care must be taken to avoid unconscious bias and any risk of discrimination, a person who will not be on the appointment panel will conduct the search and will only share information if or when findings are relevant or of concern.

In line with GDPR, we ask that you do NOT send us any information that can identify children or any of your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, data concerning health or sex life and sexual orientation, genetic and/or biometric data) in your application documentation. Following this notice, any inclusion of your Sensitive Personal Data in your application documentation will be understood by us as your expressed consent to process this information going forward.

Please also remember not to mention anyone's information or details (e.g. referees) who have not previously agreed to their inclusion.

CLOSING DATE: Tuesday 3 November at 9am.

INTERVIEW DATE: This will likely be in the week beginning 9 November.

Please note that shortlisted candidates will be given a tour of the school as part of the interview process. We are unable to provide pre-interview tours.

For more information about the school, please visit our website: www.castlecourt.com



CASTLE COURT
SCHOOL