

CANDIDATE INFORMATION PACK: SENIOR SCHOOL CATERING OFFICER (Grade 5)

Closing Date: Sunday 26 July 2026
Interviews: Wednesday 29 July 2026
Start Date: 1 September 2026
Working Hours: 09:00 to 14:30 (27.5 hrs per week)
Working Weeks: Term Time Only + 2 days
Contract Basis: Permanent

Applications to be emailed to: reception@aldergrange.com



1. Letter from Headteacher.....	1
2. School Information.....	2
3. Post Specification.....	3
4. Person Specification.....	5
5. Other Information.....	6



1. Letter from Headteacher

Dear Potential Colleague,

Thank you for your interest in the post of Senior Catering Officer at Alder Grange School, full details of the post and information about the school are included in this pack.

The role is offered on a permanent basis, to work during term time with 2 additional days to help with events or support in the kitchen when school is closed to pupils.

We are looking for applicants who are flexible in approach, enthusiastic and well-organised, can work on their own initiative and who are able to work in a team, taking direction as required.

We were Ofsted inspected in March 2026, and are pleased to have achieved the expected standard in six areas. We are rightly proud of our school ethos and values. Every experience we offer our students must reflect these values, and all members of our team have a role to play

You will find Alder Grange to be a great place to work: despite being constantly busy we enjoy each other's company and always seek to be a warm, friendly, and welcoming team. Well-Being of pupils and staff is our number one objective.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

As an equal opportunities' employer, we intend that no job applicant or employee shall receive less favourable treatment because of his or her sex, marital status, race, colour, nationality, national origin, ethnic origin, disability, age or sexual orientation, nor be disadvantaged by any other conditions or requirement which cannot be shown to be justifiable.

If, once you have read more about the school, you are interested in joining our 'family'; we would love to hear from you.

Yours,

A handwritten signature in black ink, appearing to read 'Jo Griffiths', on a light blue rectangular background.

Jo Griffiths
Headteacher

2. School Information

We are located in the Rossendale Valley, a beautiful part of East Lancashire, within easy reach of the Pennines, the Yorkshire Dales and only an hour away from the Lake District. It is just over 10 miles north of Manchester and has easy links into the city and other major population centres across the North West. Rossendale is a great place to work, rest and play in a community renowned for its humour and hospitality.

The school has approximately 60 teaching staff and regards all as 'Leaders'. The Senior Leadership Team is led by the Headteacher Mrs Joanna Griffiths. The Headteacher assumes responsibility for all that the school does and focuses on leading the school's work on strategic planning, self-evaluation and leadership development, school effectiveness and oversight of the day-to-day running of the school and its systems.

The Senior Leadership Team comprises the Head Teacher, Mrs Joanna Griffiths; two Deputy Heads: Mr Adam Good and Mr Kenny Riddell; and the School Business Manager, Mrs Beth Gallagher. The wider Senior Leadership Group also includes the Assistant Head Teachers and Associate Assistant Headteachers.

Our commitment to all colleagues' professional development is an important part of our school culture.

The school has strong safeguarding procedures and these are used in making all appointments. Alder Grange also has strong Equal Opportunities and Staff Attendance Policies.

The entire school site is designated as a no smoking area. All appointees are required to respect this.

3. Post Specification

Post Title: Senior School Catering Officer

Salary Scale: Grade 5- £25,989 to £28,142 (FTE)

Hours of Work: 09:00 to 14:30 Monday to Friday

Responsible to:
The Catering Manager

Purpose of the Post:

The Senior Catering Officer plays a pivotal role in the daily operations of the school's kitchen and dining facilities. This position is responsible for assisting in the delivery of nutritious, high-quality meals to students and staff while maintaining the highest standards of food safety, kitchen hygiene, and allergen management.

As a senior team member, you will balance hands-on culinary duties with the operational supervision of catering staff, ensuring an efficient, welcoming, and compliant service during peak meal times.

The role requires working across both the main school kitchen and sixth form centre.

Responsibilities of the Post:

1. Food Preparation & Cooking

- Prepare, cook, and present high-quality, nutritious meals in accordance with school menus and government food standards for schools.
- Ensure portion control is maintained and food wastage is kept to a minimum.

2. Food Hygiene & Safety Standards

- Maintain impeccable cleanliness across all kitchen, storage, and dining areas in line with the relevant guidelines.
- Monitor and record fridge/freezer temperatures, food core temperatures, and cleaning schedules daily.
- Ensure all equipment is safely operated, cleaned, and reported immediately if maintenance is required.
- Undertake clerical duties associated with record keeping and stock control.

3. Allergy Awareness & Special Diets

- Ensure allergen compliance, strictly managing cross-contamination risks.
- Oversee the preparation of meals for students with verified medical diets, allergies, or religious dietary requirements.
- Ensure awareness of up-to-date allergen matrices for all menu items.

4. Staff Supervision & Leadership

- Supervise, motivate, and direct Catering Assistants as required in their daily tasks to ensure smooth kitchen operations.

5. Front-of-House Service & Cash Handling

- Lead by example during service times, ensuring a friendly, efficient, and orderly environment for students and staff.
- Operate the electronic point of sale (EPOS) / cashless catering system accurately.

6. Cleaning and Environment Maintenance

- Oversee and participate in the deep cleaning of the kitchen, heavy cooking equipment, and utensils.
- Ensure the dining hall tables, counters, and floors are cleaned, sanitized, and safely cleared between and after service sessions.
- Manage the correct disposal of waste in line with environmental and recycling policies.

7. Pupil Supervision and Welfare

- Supervise pupils within the dining areas during service, promoting good manners and encouraging a calm, orderly environment.
- Manage queue control and address any minor behavioural issues firmly but fairly, escalating to teaching staff if necessary.

8. Other Duties

- To be aware of and support all relevant policies and procedures, including:
 - Child protection
 - First Aid
 - Code of conduct
 - Health and Safety
- To complete training as required e.g. Benedict's law, Natasha's law, food hygiene, safeguarding, prevent etc.

This job is not exclusive to the school kitchen, we offer support to the food & nutrition team.

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 and may be called upon occasionally to work at other times to suit the needs of the school, e.g school events.

4. Person Specification

Person specification form		
Job title: Senior School Catering Officer	Grade: 5	
Directorate: Children and Young People - Schools	Post number:	
Establishment or team: Alder Grange School		
Requirements (based on the job description)	Essential (E) or Desirable (D)	To be identified by: application form (AF), interview (I), test (T), reference (R) or other (give details)
Qualifications A good level of numeracy and literacy English and Maths GCSE Grade C or above (or equivalent) First Aid or willingness to train Level 2 (or equivalent) food hygiene certificate City & Guilds 706/1 & 2 or NVQ level 2/3 in professional cookery or equivalent	E D D D E	AF AF AF AF AF
Experience Experience of Supervising a small team Experience of working in a customer care focused environment Experience of working with till system Experience of working in a fast-paced environment Experience of preparing food Experience of serving food Experience of working with children	D E E E E E E	AF/I AF/I AF/I AF/I AF/I AF/I AF/I
Knowledge, skills and abilities Robust understanding of HACCP, health & safety and COSHH regulations Strong knowledge of allergen legislation (e.g. Natasha's Law) Ability to work well with children Ability to manage behaviour of children Ability to work flexible, coping with conflicting demands Ability to follow instruction Ability to work independently on own initiative and as part of a team, referring to line manager as appropriate A polite and friendly manner with excellent customer service skills Effective written and verbal communication skills Knowledge of catering procedures and systems	E E E E E E E E E E E	AF/I AF/I AF/I AF/I AF/I AF/I AF/I AF/I AF/I AF/I AF/I
Other (including special requirements) 1. Commitment to safeguarding and protecting the welfare of children and young people 2. Commitment to equality and diversity 3. Commitment to health and safety 4. Commitment to sustaining regular attendance at work	E E E E	I I I R
Prepared by: BG		Date: 30/6/2026
Note: We will always consider your references before confirming a job offer in writing.		

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 help us to apply our general statement of health and safety policy.

Safeguarding Commitment

This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment and to follow school safeguarding procedures and guidance for safer working practice.

Note: This Post Specification is subject to annual review and is subject to modification at any time, after consultation with the post holder. We reserve the right to withdraw this position form advertisement at any time.

5. Other Information

Please also see important advice on completing your application form.

Attendance Policy Statement | This School is committed to achieving and maintaining a high level of attendance from all employees through the application of good management practice. All employees must recognise the importance of good attendance and ensure that any sickness absence is kept to a minimum.

Whilst supporting employees during periods of sickness, the School Management Team monitors levels of sickness absence in school regularly and takes action in accordance with the Guidelines adopted by the school to deal with unacceptable levels and frequency of sickness.

Good attendance enhances the service delivered by schools, minimises staffing difficulties and ensures best value to the school. All employees in this school must understand the importance of good attendance to the operation, performance and image of the school and must show a commitment to achieving and maintaining a high level of attendance.

Child Protection Policy Statement | In this school, the welfare of the child is paramount. This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All staff should understand their responsibility to safeguarding and promoting the welfare of children and young people. Staff are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions. Staff should work, and be seen to work, in an open and transparent way.

Attitudes towards promoting and safeguarding the welfare of children and young people will be scrutinised during the selection process for the post that you have applied for. If you are appointed to this post, information in relation to safeguarding and protecting children and young people will be provided at induction. This practical guidance for safe working practice will provide information about which behaviours constitute safe practice and which behaviours should be avoided.

Equality of opportunity | Alder Grange school is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including age, gender, race, colour, nationality, ethnic origin, disability, gender, religion, age, marital status, sexual orientation and/or medical condition.

Medical Clearance | Appointment to this post is subject to satisfactory medical clearance. If you are selected for appointment, you will be contacted by Occupational Health who will arrange for you to complete their on-line health declaration form.

Policies | Alder Grange School has a range of policies and handbooks that help to make clear our expectations and ways of working. These are always shared openly with staff and are accessible to everyone. There are several policies that prospective employees should be aware of when making an application. All members of staff will be asked to sign a declaration as part of the induction process to acknowledge that they have read and understand some of the key policies, e.g. Child Protection, Health & Safety, Acceptable use of IT and Code of Conduct.

Thank you for taking the time to read this information pack.

We wish you every success in any application you may make.