



BEDFORD PRIMARY SCHOOL

Southport
Learning
Trust



RECRUITMENT PACK

Catering Manager



WHY JOIN SOUTHPORT LEARNING TRUST?

Southport Learning Trust is an inspirational multi academy trust that stands at the forefront of educational excellence and community engagement. Southport Learning Trust is one of the largest employers in Southport and surrounding areas thanks to our collaboration of schools which include *Birkdale High, Greenbank High, Meols Cop High, Range High School, Stanley High, Maghull High, Kew Woods Primary, Merefield School and Bedford Primary School*.

Each of our schools are unique beacons of aspiration in their communities, our connectivity as a Trust makes us even stronger.

The trust is the heartbeat of the local community and its network spans over 6,700 pupils and over 800 employees. Southport Learning Trust is built on its four pillars which enables students to have access to the highest quality of education.

WATCH VIDEO



Southport
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Academic Excellence

Focus directly on school improvement. We are aware of the exceptional practitioners we have in the schools across the Trust. Utilising an Implementation plan focus we will liberate colleagues to prioritise collaboration as a catalyst to sustainable improvement.

Professional Development

‘Professional Improvement is school improvement’. Creating cultures across our family of schools in which professional development is central, will ensure that we are investing in the area that research tells us has the biggest impact on student progress.

Inclusive Education

Our family of schools are all committed to inclusive education that is ambitious for all. We are driven to remove all barriers for our children and ensure they have equity in access to all areas of our curriculums and wider school life.

Realising Aspirations

Committed to not only raising the aspirations of our students but importantly ensuring those aspirations are realised. Working in true partnership with our communities we will ensure our students are visionary thinkers, ambitious innovators and pioneers of the future.



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TO POSITIVELY IMPACT THE WORLD**

EMPLOYEE BENEFITS INCLUDE:

Continuous Professional Development and Learning:

At Southport Learning Trust, continuous professional development (CPD) and learning are integral to enhancing a culture of growth and excellence. We will support your career aspirations and support you to thrive in your role.

Generous Pension:

Employees benefit from a generous pension scheme, with Southport Learning Trust offering a competitive contribution, ensuring that staff are well-supported in planning for their retirement. We are part of the Teachers' Pension Scheme for teaching staff and Merseyside Pension Fund for support staff.

Cycle to work scheme:

At Southport Learning Trust, the Cycle to Work Scheme offers employees a fantastic opportunity to promote healthier lifestyles while saving money. Through the scheme, staff can purchase a bike and cycling equipment tax-free, making it more affordable to commute to work sustainably.

Collaborative Working:

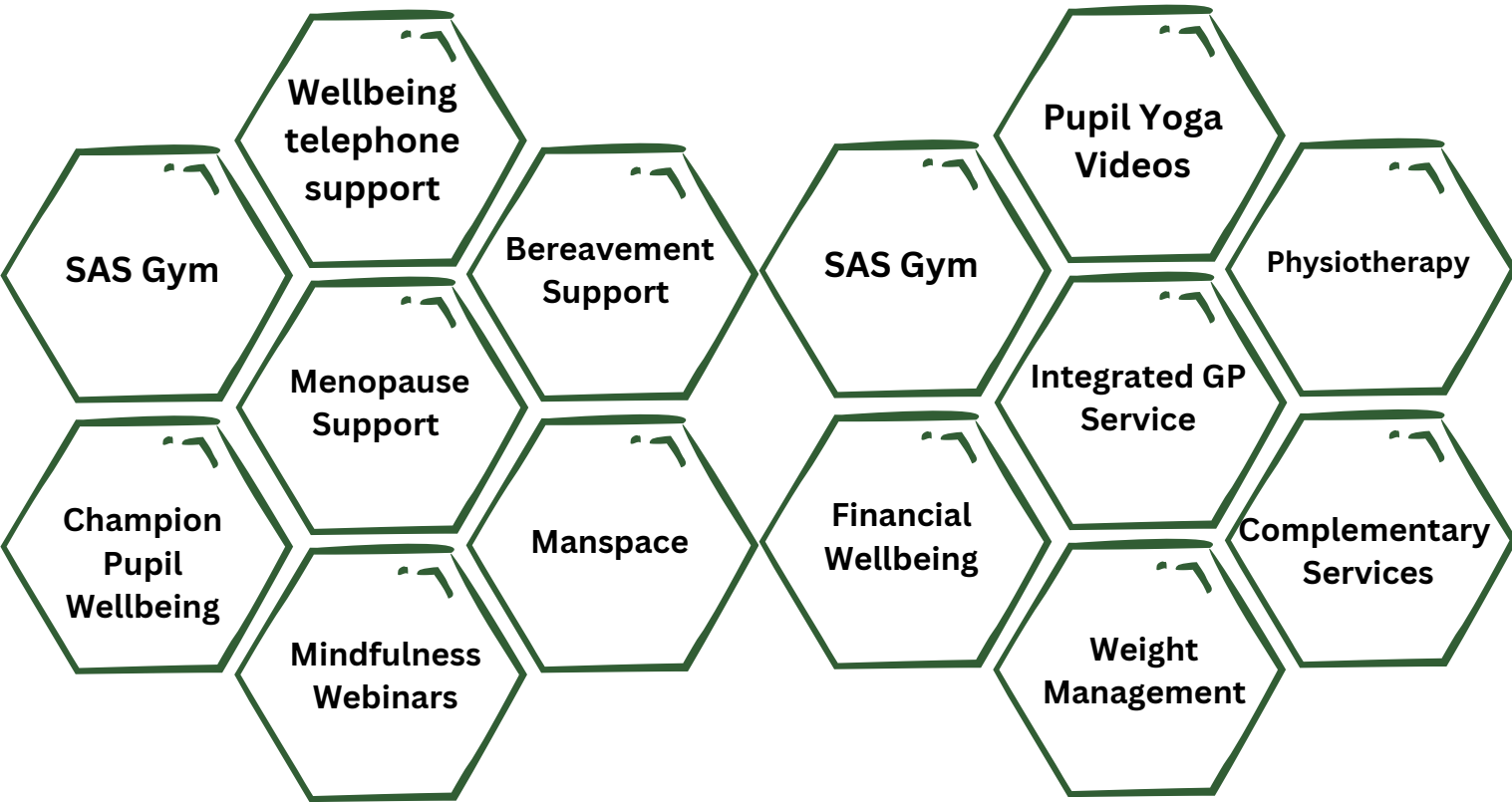
Collaborative working is at the heart of its culture, offering employees the opportunity to thrive in a supportive, team-oriented environment. By working together across schools and departments, staff can share expertise, best practices, and innovative ideas, enhancing both personal and professional development.



School Wellbeing

LEARN MORE

As a trust, we buy in an employee assistance programme 'School Wellbeing' (SAS). This programme gives all employees access to an array of wellbeing support, which includes



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ABOUT US

Bedford Community Primary School is a two form entry community school, for children aged between four and eleven years. The school was founded in 1885 and moved from the original site on Bedford Road to our building on Quarry Road in 1992. We share our site with Cambridge Nursery school. At Bedford Primary, we instil a belief in every child that they can excel. We set high expectations while nurturing creativity, resilience and a lifelong desire to learn. By working in close partnership with our families and community, we have the privilege of helping shape our children's futures.

You would be joining the Southport Learning Trust, a family of nine schools in the locality. Schools in our Trust include Birkdale High School, Merefield School, Bedford Primary School, Greenbank High School, Kew Woods Primary School, Maghull High School, Meols Cop High School, Range High School and Stanley High School.

Being part of a Trust would give you the opportunity to share and be involved in developing practice across multiple schools. You would benefit from an excellent Employee Assistance Programme and a commitment to your well-being and professional development.

We are seeking to appoint a highly skilled Catering Manager to lead our dedicated, in-house kitchen team, providing freshly cooked school meals.

Our pupils are our VIPs, and we are committed to serving them fresh, wholesome and delicious food every day. We are looking for a craftsperson with a proactive attitude, a great sense of humour and a genuine drive to make lunchtimes a highlight of the day.

As an integral part of our school community, you won't just run a kitchen—you'll inspire! We welcome someone eager to collaborate with staff on food technology projects, run after-school culinary clubs and support whole-school events.

Interested applicants are strongly encouraged to visit us, meet our team and most importantly, get to know our incredible students. Pre planned tours are available, to organise a tour ahead of application, please contact our office manager Tiff Weston via email tweston@bedfordps.co.uk



Ruth Braithwaite
Headteacher



APPLICATIONS

CONTRACT: Permanent

CLOSING DATE: Friday 18 September 2026 12pm

INTERVIEW DATE: W/C 21 September 2026

HOURS: 36 hours per week, Term Time plus 5 Days

SALARY: Grade G Points 20 -25 £32597- £36363 Actual Salary £28286 -£31544 (Pro Rata)

START DATE: Autumn 2026

The Trust is required under law and guidance to check the criminal background of all employees. Decisions to appoint will be subject to consideration of an Enhanced Disclosure, including a Barred List check from the Disclosure and Barring Service. Because of the nature of the work for which you are applying this post is except from the rehabilitation of offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020).

Successful applicants will be required to complete a confidential medical questionnaire and may be required to undergo a medical examination.

The Trust may carry out an online search on shortlisted candidates as part of our due diligence and in line with Keeping Children Safe in Education. This may help identify incidents or issues that have happened and are publicly available online, which we may wish to explore with you at interview.

Prospective candidates are encouraged to submit their applications at the earliest opportunity. All applications must be completed online via the designated application portal. Please note that paper applications will not be accepted.

Applicants should select the **“Apply Now”** option and ensure that the online application form is completed in full. It is essential that all details are accurate and that all required declarations are appropriately signed.

Candidates are required to complete a supporting statement within the online application form. This statement should clearly and concisely outline your relevant experience, the contributions you can make to the role, and any particular strengths or areas of expertise you wish to highlight. The supporting statement must be tailored to the specific post and should be a minimum of 1,000 words.

Please ensure that your employment history is fully accounted for, with no unexplained gaps in your career timeline.

You must provide the details of two professional referees. One referee must be your current or most recent employer, where applicable. If you are currently employed within a school setting, one of your referees must be your Headteacher.

CVs will not be considered

PERSON SPECIFICATION

Essential	Stage Identified	Desirable	Stage Identified
Qualifications • C&G 706/1-2 or NVQ level 2 • Excellent interpersonal and customer care skills • Food Hygiene Certificate Level	• AF • AF,Int • AF	• NEBBS or equivalent e.g. HCIMA • 5 years supervisory experience within a catering environment	• AF • AF,Int
Experience • Experience of catering in secondary or primary functions e.g. B&I/education or high street	• AF,Int	• Hi standard craft experience, e.g. private care home, fine dining, private school or typical 150% margin food outlet	• AF,Int
Special Requirements • Position subject to DBS clearance & satisfactory references			

JOB DESCRIPTION

We are committed to promoting the safeguarding and welfare of children and young people and expect staff all staff and volunteers to share this commitment.

Duties included	Irregular Duties
To ensure prompt and efficient preparation and service of all meals to the standards laid down by the school and to the school's satisfaction.	To attend to customer complaints and compliments as satisfactorily as possible.
To comply with the school's stated menu and nutritional standards.	To attend to and take all necessary action, statutory and otherwise, in the event of accident, fire, loss, theft, lost property, damage, unfit food or other irregularities in any service covered by the remit and complete the necessary return and/or reports
To maintain positive and productive relationships with all stakeholders within the school.	To attend meetings and training courses as requested.
To ensure that orders for supplies are placed on time and rectify any issues with suppliers as and when required.	
To ensure that the control of raw materials and portions are to the school's standards, using the school's systems designed and introduced by RPJ3 Group.	
To efficiently manage the school's catering budget. Ensuring the school's accountancy, documentation and administration procedures are carried out to the approved standard and that the necessary weekly returns are completed accurately and at the appointed time.	
To assist with recruitment and lead the performance management of all catering staff.	
To maintain the legal and school's own standards of hygiene and safety and take any action as is necessary.	
To complete the Safer Food Better Business (SFBB) in line with the legal requirements and use it as a daily working document.	
To ensure all equipment is maintained and any repairs or concerns are reported to the school's senior leadership team immediately and appropriate action taken	
To take all necessary steps to ensure maximum security of the kitchen, store, office, and any other areas under the control of the school's catering team.	
To have special regard to the welfare and maintenance of the kitchen staff and to monitor their performance and organise training and coaching as necessary, and record this on the appropriate documents.	
To make regular reports to the school & governors, working alongside RPJ3 Group and to make any reports as necessary pertaining to current results or events.	

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To make regular reports to the school & governors, working alongside RPJ3 Group and to make any reports as necessary pertaining to current results or events.	
To attend to any reasonable request made by the school.	
To actively promote the school's food service to all stakeholders. Regularly liaising with children on menu choices, theme days and whole dining experience.	
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To supervise and oversee additional school services to the standards required by the school, using control and monitoring systems provided by the school to ensure adherence to the required, agreed specification for any additional service.	
To support school in providing quality food for breakfast club, after school club and on ad hoc occasions when food provisions may be required.	



Quarry Road, Bootle
L20 9LJ



0151 922 1467



admin@bedfordps.co.uk



@Bedfordprimaryschool



www.bedfordprimary.co.uk



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