



**Bolingbroke**  
Academy

## **Chef Manager**

**An exciting opportunity has arisen for a Chef Manager to develop their career within our passionate and ever courageous community**

We are a courageous, compassionate community - empowering excellence. We are a value lead organisation, being bold within every aspect of our lives at school.

We want all staff to thrive, modelling leadership and determination to the pupils and students within our rich and diverse academy, working together to fulfil our vision of creating a centre of excellence within our local community.

We empower our teams by valuing the individual and prioritising professional development. This is delivered through weekly CPD sessions, dedicated line management meetings and by encouraging staff to develop their own ideas and projects, within their departments and beyond.

Bolingbroke Academy is a uniquely exciting, fulfilling and innovative place to work, learn and grow. We are proud to be rated as 'Outstanding' in all five categories in the 2024 Ofsted inspection. Ofsted's recent parent survey also ranked us as the 'happiest secondary school' in Wandsworth.

### **The Role:**

To provide leadership and management of the Academy's catering provision, including Health and Safety and Training and Development, to ensure the delivery of an efficient, cost effective and high-quality service.

To successfully manage the delivery of the highest possible standards of food and service to pupils, staff and customers at all times within pre-agreed budgetary targets.

To continuously develop the catering service at the Academy through the introduction of innovation and interest, whilst being mindful that all new innovation must be to the benefit of the health and wellbeing of the pupils and the promotion of a healthy well-balanced lifestyle.

To prepare, with the Estates & Operations Director, an Annual Business Plan that incorporates a detailed Annual Budget against which the Catering Department will be reviewed monthly.

**Reports to:** Estates & Operations Director

**Start date:** November 2025

**Salary:** £36,291 - £38,596 (Ark Support Pay Grade 8, Points 20-24)

**Contract:** Permanent

**Working hours:** Term-time only (39 weeks) + 2 weeks, Monday to Friday, 7:30am to 4pm

**Closing Date:** Monday, 20<sup>th</sup> October 2025

## Key Responsibilities

### Catering and Kitchen Management

- Be the lead and active chef within the kitchen and demonstrate by example when catering for breakfast, lunch service, important events and special services.
- Develop and manage lunchtime meals within the requirements of a family dining experience.
- Plan, organise and control the catering operations to ensure that the food quality, presentation and family dining service are provided to excellent standards as defined by the Principal.
- Draw up a three-weekly cycle of varied and interesting menus on a termly basis that incorporate seasonal produce and that are suitable for the age range to which they are being served. Frozen or pre-prepared food should only be used as a secondary back-up option, with the target ratio of fresh produce to frozen/pre-prepared being 9:1.
- Cost all menu items ensuring that they fall within budgetary targets.
- On the day of production (pre-cost), cost all main course dishes and high-cost items prior to being served to ensure that they are affordable and within budgetary targets. Re-cost the main course dishes after the service (post-cost) to gain the actual cost per portion achieved. Alter future menus accordingly.
- Order items required for the production of menus, as well as other expense items such as kitchen cleaning materials, disposables etc.
- To periodically prepare menus for and deliver specific hospitality events.
- Keep a record of all kitchen (not plate) wastage and cost this wastage at the end of each week. Calculate the percentage wasted to total food consumption monthly (target 5%).
- Implement and maintain a food safety management system.
- Ensure that the meals and refreshments served always comply with the regulations set by the Children's Food Trust in relation to the current Nutritional Standards.
- Ensure that heavy duty kitchen equipment, light equipment, work areas, other facilities and general surroundings of the dining area are maintained and operated to the standards required by the statutory, local authority and academy health, safety, fire and hygiene regulations and policies.
- Ensure that the Academy's personal and food hygiene policy and procedures are applied continuously and that there are no breaches of statutory or local authority regulations.

### Finance Management

- Ensure that the Catering Department operates at maximum efficiency within budgetary targets to deliver the required level of service at all times.
- At least one term in advance of the start of the budget financial year, draw up a draft catering budget and present this to the Estates & Operations Director for discussion. Make revisions as advised and agree final budget against which targets will be set.

- Monitor financial performance on a frequency and in a format agreed with the Estates & Operations Director; any overspends to be either justified or an action plan produced which rectifies the overspend in the following reporting period.
- Evidence of catering financial best practice to be in place such as recipe/dish costings, cost per head calculations, wastage monitoring, minimum termly stock-takes and termly price benchmarking.
- Management of the catering payroll to ensure that an effective record system is in place and that payments are accurate, timely and within budget.
- Procure to best effect all necessary additional items or services associated with the running of the services such as annual deep cleans, waste management, recycling, the sourcing of cleaning materials, replacement uniforms, marketing materials, etc.
- Arrange the working rota cover effectively ensuring that all areas are fully covered and that the labour force is used to best effect both operationally and financially.

## People Management

- Be the primary point of contact for the catering team and to be responsible for all matters relating to the welfare, motivation, achievement of best practice and development of this team.
- Conduct interviews for the catering team, appointing new employees as necessary (with prior authorisation of the Estates & Operations Director), ensuring induction training, setting early objectives and acting as a guardian/mentor, as appropriate, for new team members.
- Conduct annual appraisals for the catering team, identifying areas for improvement, setting new targets and formulating training plans to improve skills etc. Conduct termly reviews/follow-up mini appraisals accordingly.
- Produce a comprehensive succession plan which develops the onsite catering team and encourages promotion from within.
- Produce Individual and Group Training Plans and conduct internal training accordingly, noting all training on the Individual Training Record Cards. Organise all internal and external training (in conjunction with the Estates & Operations Director) for the catering team, producing a comprehensive Training Plan three months prior to the beginning of the following financial year from the training needs identified at the annual appraisals. Correspond with the HR Officer to ensure personnel files are updated accordingly.

## Operational

- Establish systems and procedures in all operational areas under your control in order to monitor, maintain and improve upon the standards of the product and service agreed in the Annual Business Plan.
- Interact with customers at every service period ensuring that the service is running smoothly and that the customers are happy with the service they are receiving.
- Operate a customer feedback system that allows constructive feedback to be gathered and suggestions to be implemented if practically or financially possible. Acknowledge and respond to customer feedback.
- Operate a set of pre-service checklists that ensures that all areas, whether within the dining hall or at a function, are fully sourced and ready for the service to commence.
- Promote exceptional standards of customer service ensuring that all services, whether core feeding or hospitality, operate in a friendly, smooth and efficient manner at all times.
- Introduce new service innovations on a regular basis as detailed in the Annual Business Plan including special days and school-related themes.
- Organise and conduct one annual comprehensive formal survey plus one termly informal attitudinal survey by talking with the pupils over lunch. Feedback from the formal survey to be provided either electronically or by hardcopy with a list of changes to be introduced as a result of the feedback.
- Ensure that all members of the catering team are aware of their duties throughout the day, especially during service periods, and that both the GA's and kitchen team work very closely together during these periods to ensure that they run as smoothly as possible

- Ensure that all areas are clean at all times and that appropriate cleaning schedules are in place, completed and archived.
- To be responsible for all legislative requirements including health, safety, fire and hygiene legislation.

## **Communication**

- Manage an effective communication strategy between all departments and the catering department
- Ensure all marketing, menus and emails are correct in tone and language.

## **Other**

- Undertake any other professional duties as reasonably directed by the Estates & Operations Director and/or Principal.
- Undertake training and development relevant to the post and in line with the Academy's developing profile.
- Help create a strong Academy community characterised by consistent, orderly behaviour and caring, respectful relationships.
- Demonstrate a commitment to equality of opportunity for all members of the Academy's community.
- Meet the expectations of all Bolingbroke staff as laid out in the Staff Code of Conduct.
- Uphold the Academy's policies with consistency and diligence.

# Person Specification: Chef Manager

## Qualification Criteria

- Right to work in the UK
- City & Guilds 706 (or 7100)/1 & 2 (3 would be desirable but not essential)
- Health & Hygiene Certificate
- First Aid qualification (desirable)

## Knowledge and Experience

- Experience of catering in large quantities either in a sous chef or head chef role, and ideally within a school or education setting
- Experience of managing kitchen staff
- Experience of managing and working within budgets
- Experience of working with children (desirable)
- Experience of cultural diversity, with particular reference to food preparation and dietary requirements
- Knowledge of healthy eating and nutrition and creating related menus
- Awareness of allergies

## Specific Skills

- Strong interpersonal skills with the ability to communicate effectively with a range of people
- Excellent leadership skills to manage, motivate and inspire others
- Good IT skills (Word, database & spreadsheets) for costing, menus, emails etc.

## Personal Characteristics

- Hard working, conscientious, detail orientated and highly organised
- Excellent team player, helpful, friendly and willing to undertake extra tasks as and when necessary
- Good role model for pupils and staff, with high expectations for self and others
- Genuine interest and willingness to trial different ideas in order to help children learn how to eat healthily
- Enthusiasm for high nutritional standards
- Creative approach to food presentation.

## Other

- Understanding of the importance of confidentiality and discretion (Essential)
- Committed to equality of opportunity and the safeguarding and welfare of all pupils (Essential)
- Willingness to undertake training (Essential)
- This post is subject to an enhanced Disclosure and Barring Service check.