

Catering Manager APPLICATION PACK

Rochdale
sixth form
college




Ofsted
Outstanding
Provider

**OFFICIALLY
OUTSTANDING**

ALTUS
EDUCATION PARTNERSHIP
BRINGING EDUCATION TOGETHER

Thank you for your interest in working at Rochdale Sixth Form College. I hope that you will find this pack useful in completing your application.

Rochdale Sixth Form College (RSFC) is one of the best sixth form colleges in the country. The College is extremely proud of its outstanding academic performance and the outstanding support that it provides for young people. RSFC particularly prides itself on the value that it adds to students, in terms of higher grades and achievement in both A level and Applied General/BTEC qualifications, and in terms of progression to university, apprenticeships and employment. Having retained its Ofsted 'Outstanding' status in 2022, the College is in a superb position to welcome the next generation to study and to succeed.

We employ specialist teachers and support staff who love working with young adults. With outstanding advice and guidance, students are well placed to select and study courses that will support both their progression and career aspirations.


It is the intangible things that make our College so successful. RSFC has a reputation for valuing every individual. There is an unrelenting commitment to nurturing and developing the potential within every student and every member of staff. Our staff are highly skilled and devoted professionals, dedicated to making a real difference to the lives and life chances of our students. In acknowledging this, Ofsted reported, 'Teaching staff create highly purposeful and productive learning environments that enable students to flourish'.

To work at RSFC you must aspire to be an outstanding colleague. You must be willing to share and learn. You must be prepared to go the extra mile, be a leader not a follower. Above all else, you must like working with young people and aspire to make them outstanding citizens.

We wish to appoint someone who will help us to continue to make a positive difference to the lives of young people in the borough. In return we promise a supportive and enjoyable working environment, and the resources needed to carry out the role to the highest standards.

I very much look forward to hearing from you.

Yours faithfully



Karl Smith
Principal

Making your application

I hope that when you read this pack you are inspired to apply for the post.

Application

- To apply, please visit our website and apply through **My New Term**.
- Our website: [Our Vacancies - Altus Education Partnership](#)
- Provide a supporting statement of no more than two sides of A4, addressing the criteria in the person specification.

Deadline

The deadline for the post is **Friday 26th June 2026** (to arrive no later than 12.00 midday).

Interviews are expected to take place **Friday 3rd July 2026**.

Shortlisting

Regrettably, we are unable to inform candidates who have not been shortlisted. If you do not hear from us, please consider your application unsuccessful this time.

Salary

The post will be paid on the **Sixth Form Colleges Support pay spine, Scale Point 20 – 24 (£37,734 - £42,081 FTE)**. Actual salary range for TTO + 2 weeks is **£34,274 - £38,223 per annum**.

Start Date

August 2026

For an Application Pack

1. Visit www.altusep.com
2. Email recruitment@altusep.com
3. Telephone 01706 76999

Altus Education Partnership is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. This position is subject to an Enhanced DBS check under the Rehabilitation of Offenders Act 1974. In accordance with the recommendations set out in KCSIE the Trust carries out online searches on shortlisted candidates. It is also Trust policy to contact at least 1 reference prior to interview.

RSFC Vision, Mission, Values & Beliefs

Our Vision

To provide academic excellence and transform life chances for young people in our community

Our Mission

At RSFC our central purpose is to help our students realise their academic potential. We believe every young person can succeed and we devote ourselves to improving student achievement, through high quality teaching and student support. Our young people are challenged to achieve through high expectations within a "you can do it culture". We always aim to build aspiration; to inspire and to motivate our students so they have the opportunity for greater choice in life.

Our Values and Beliefs

As a Sixth Form College and as individuals we value and champion:

Resilience

We prepare our students to face challenges with determination and perseverance. By nurturing resilience, we help them to overcome setbacks, grow in confidence, and develop the strength to achieve their ambitions.

Support

Every individual matters. We offer care, encouragement, and guidance so that students feel valued and understood. Our community is built on strong relationships, where support is central to personal and academic success.

Fairness

We are committed to equity, integrity, and justice in all that we do. Students and staff are treated with respect, honesty, and impartiality, ensuring everyone has the opportunity to thrive.

Compassionate Rigour

We set high expectations and hold students to them with kindness and empathy. Through compassionate rigour, we combine challenge with understanding, ensuring students are stretched to achieve excellence while feeling supported every step of the way.

The Ambition is that by the time students leave RSFC they will:

- Have achieved their personal academic potential giving them a greater choice in life
- Have the highest aspirations and developed the self-esteem, confidence, and emotional resilience to exploit their potential
- Be contributing members of the community and have compassion for others
- Be able to celebrate their success and that of others
- Have developed the confidence to overcome barriers to success
- Be articulate, creative, and prepared for future growth and learning
- Be happy!

Shared Objective for all Staff

"To maximise students' achievements"

- At RSFC we do this through engaging our students in their subjects and inspiring them to enjoy their studies in a totally positive atmosphere
- Our students are challenged to achieve through a culture of high expectations and a belief in their ability
- Above all, staff at RSFC like their students and demonstrate this through their daily conduct and interaction

Background Information

High Academic Standards, High Expectations

Rochdale Sixth Form College has become one of the country's leading Sixth Form Colleges. It promises outstanding learning and teaching, with excellence being important in everything the College does. At RSFC we have simple systems and processes that are executed superbly well – this is important. We have no intention of complicating our organisation. Excellence in the classroom, abundance of powerful support, forensic tracking of student progress, the highest expectations for all students and a positive culture are central to our philosophy. The minute we move away from these beliefs is the minute we take our eye off the ball and that is not what RSFC is about. All students are expected to achieve at least their potential and more. We want to inspire, motivate, and enthuse and want the young people who walk through our doors to develop a positive 'can do' attitude and with it the self-confidence and self-belief that comes from being successful.

Inspiring and Passionate Staff

Having the right values are crucial at RSFC. High expectations and empathy are core principles at RSFC for all staff. Caring for our young people and being compassionate does not mean compromising on academic rigour. We expect staff at all levels to have the expertise and commitment but also to be passionate about young people and love working alongside them. All staff will build self-confidence and self-esteem into students through their daily interactions and have a burning desire to see them achieve their potential. High expectations of students and a total belief in their potential are an absolute must!

Altus Education Partnership

Altus Education Partnership was established in 2017 through Rochdale Sixth Form College, an Ofsted Outstanding provider, and grew from our desire to support children's education across the borough.

The Trust currently comprises five academies, including ourselves. The other four are:

- **Kingsway Park High School** is an Ofsted-rated Good school with a strong track record of providing students with an excellent education. The Academy recently benefitted from a new teaching block, which opened in late 2024.
- **Edgar Wood Academy** opened in 2021 under Wave 13 of the Free Schools Programme. While the school was judged Requires Improvement at its first inspection, Ofsted has since recognised that the school is improving, and we are confident in the direction of travel. The Academy is building a strong reputation locally and benefits from a committed staff and leadership team focused on rapid progress.
- **Bamford Academy** is an Ofsted-rated Good primary school providing a caring and nurturing environment. It is a popular first choice for many families in the area.
- **Caldershaw Primary School** joined the Trust on 1 July 2025. It is Ofsted Outstanding and one of the most oversubscribed primary schools in Greater Manchester.

Altus is on the cusp of further growth, with three additional schools currently considering academisation in the autumn term.

We also benefit from strong local partnerships. Most notably, and uniquely within the post-16 sector, Altus has a Memorandum of Understanding with Hopwood Hall College, coordinating curriculum and supporting seamless transition for students into post-16 education.

Job Description

Job Title:	Catering Manager
Reports to:	Operational Lead
Contract:	37 hours per week – Term Time Only plus 2 weeks – Permanent
Salary:	Sixth Form Colleges Support pay spine, Scale Point 20 – 24 (£37,734 - £42,081 FTE). Actual salary range for TTO + 2 weeks is £34,274 - £38,223 per annum.
Start Date:	August 2026

Overall Purpose of the Post

- To efficiently and effectively manage the catering team. Supervise the day to day catering operation of the kitchen and dining area(s) including catering staff duties
- To prepare, cook meals using fresh ingredients and present and serve food, to high standards according to student and staff needs
- To prepare and produce high quality food for corporate events and meetings as required. This will involve some evenings and weekends.
- To steer continuous improvements of food and services with an innovative approach whilst adhering to budget and safety parameters.
- To plan appropriate, varied, interesting and nutritious menus to inspire students' passion for food.
- To organise production methods and staff rotas in order to deliver quality fresh, home- cooked food.

Key Responsibilities

- To lead the planning, preparation and presentation of all hot and cold food and services with an innovative approach whilst adhering to budget and safety parameters.
- To prepare menus for all services, including production plans, dish costings and portion control.
- To ensure the precise ordering of necessary supplies from arranged suppliers in accordance with the Trust's purchasing regulations.
- Monitor stock levels and order supplies as needed

- To continually monitor the produce from suppliers to ensure the best value and quality products are received. To source fresh products locally where possible.
- To ensure that food is received, stored, prepared, and served in accordance with food safety procedures and standards, e.g., temperatures are recorded, samples are taken, foodstuffs are stored and used safely and hygienically.
- To ensure that dishes are produced to high standards of quality and presentation for service.
- To ensure that work areas are cleaned and cleared in accordance with hygiene procedures and standards
- Demonstrate high standards of customer care, communication, and service.
- Manage customer expectations and respond to feedback.
- To ensure all kitchen operations, use of machinery and all employees working within the kitchen environment are safe and in accordance with Health & Safety regulations and procedures.
- To contribute to efficiency of resources and budget efficiencies.
- To be responsible for ensuring hygiene, health and safety standards are complied with and kept up to date.
- Recruit, train and supervise catering staff.
- Develop staff schedules and ensure appropriate staffing levels.
- Monitor, develop and report on staff performance and provide ongoing support and training.
- To deliver catering classes to students as and when required.
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Other

- The Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. An enhanced DBS check will be carried out on the successful candidate.
- The Trust is committed to equal opportunities for all.
- The successful candidate will be required to complete a satisfactory medical screening assessment and provide two satisfactory references, identity check and right to work.
- The terms and conditions are specified within the contract of employment.

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading. The person appointed will be expected to work flexibly and the exact nature of the duties described above is subject to periodic review and is liable to change.

Person Specification

No.	CATEGORIES	Essential/ Desirable	Assessed by:	
			App Form	Interview
QUALIFICATIONS AND EXPERIENCE				
1	Level 2 (GCSE A* - C) or equivalent in English and Maths.	E	√	√
2	Hospitality and catering training/qualification	E	√	√
3	Level 3 Award in Food Safety & Hygiene or equivalent	E	√	√
4	Previous experience in a chef management position within an educational, industrial, hotel or similar establishment.	E	√	√
5	Experience of catering for 1000 plus meals per day.	D	√	√
6	Previous responsibility for planning lunch and hospitality menus.	E	√	√
7	Experience of supervising/managing a large team	E	√	√
SKILLS AND KNOWLEDGE				
8	Good interpersonal skills, with the ability to work with a range of colleagues, external contacts, and students.	E	√	√
9	Ability to prepare, cook and present food to meet quality, cost and food health and safety standards	E	√	√
10	Ability to deliver a high standard of customer service to members of the team, college staff, students, and external visitors .	E	√	√
11	Budget knowledge for meal costing and understanding of budget targets.	E	√	√
12	Excellent communication skills and the ability to maintain excellent professional relationships with young people and other stakeholders.	E	√	√
13	Communication and numerical skills for staff supervision, admin, ordering and calculating recipes.	E	√	√
14	Knowledge of nutrition and special diets, and experience of catering for them. Training in allergy awareness or equivalent	E	√	√

15	Cultural awareness of different cuisines.	E	√	
16	Ability to relate to and promote the ethos of the college.	E	√	
17	Ability to work under own initiative and self-motivated.	E	√	
18	Excellent attendance and punctuality.	E	√	
19	Ability to work under pressure and meet deadlines and at times work under pressure.	E	√	√
20	Willingness to work flexibly, attending evening meetings as and when necessary.	E	√	√



Rochdale

sixth form college

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