



ENGLISH MARTYRS' CATHOLIC PRIMARY SCHOOL

Flint Street, Walworth, London SE17 1RB

Tel: 0207 703 4726 Email: office@emps.school

Website: www.englishmartyrprimary.school Twitter X: @EngMartyrsPS

Head teacher: Mr J Camilleri

Catering Manager

Start date: 1st February 2025

Salary: Grade 5

Contract: Term time only

Closing Date for Applications: Friday 12th December 2025

Shortlisting and Interview w/c: 15th December 2025

Contract type: Part Time

Contract term: Fixed Term to July 2026

WORSHIP TOGETHER, ASPIRE TOGETHER, EXCEL TOGETHER

English Martyrs' School prides itself on being a highly inclusive and welcoming school where children are eager to learn and all our staff are dedicated to raising standards to improve children's learning and achievement. We are very proud of our great team of hard working, dedicated staff and welcome you to join us.

We are seeking to appoint an energetic and inspirational Catering Manager/School cook. This is a position for an individual who has the desire for and is committed to making a difference to the lives of our pupils by preparing and serving healthy and nutritious lunches that children will enjoy. They will be able to communicate effectively with colleagues and children to ensure that the school serves the best quality lunches possible.

The Catering Manager is someone who

- ✓ Is responsible, in consultation with the Line Manager, for budgeting, planning and provision of various menus, stock control and food buying.
- ✓ Plans menus with consideration to cost, budget, ensuring balanced and nutritious meals and by adherence to the food policy.
- ✓ Supervises and trains staff on a daily basis (including allocation of duties and work rotas and initial attendance and absence management)
- ✓ Maintains high standards of hygiene.
- ✓ Reports equipment, maintenance problems and energy leaks to the Line Manager
- ✓ Organises special functions as required by the Head teacher and other officials e.g. Public Health Inspectors
- ✓ Works within school's published Policies & Practices Documents
- ✓ Ensures that all sample trays are maintained for Health & Safety checks
- ✓ All duties to comply with the Health and Safety at Work Act
- ✓ Is able to carry out any other duties that may be necessary to meet the exigencies of the service
- ✓ Has due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Southwark Safeguarding Children's Board and the school's safeguarding policy.

Please visit our school website at www.englishmartyrprimary.school for more information on the school and to download an application form and related documents. Visits to the school are encouraged and warmly welcomed; please contact the school office to make an appointment. If you would like any further information or want to discuss further, please call or email Mr. Camilleri, Headteacher on jcamilleri@emps.school

Completed application forms and related documents are to be e-mailed to the school's Business Manager, Miss Fisher-Mantej, at office@emps.school

The deadline for applications is **12th December 2025**