

English Martyrs' RC Primary School



Catering Manager Application Pack

Application Closing Date: 12th December 2025

Shortlisting and Interviews: week commencing 15th December 2025

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 hardworking, dedicated staff and welcome you to join us.

Dear Applicant,

Re: Catering Manager

Thank you for your interest in the post of Catering Manager at English Martyrs' Catholic Primary School.

English Martyrs' Primary School is based in South East London, we maintain the Catholic ethos and pride ourselves on being a highly inclusive and welcoming school where children are eager to learn. All our staff are dedicated to raising standards to improve children's learning and achievement. We are very proud of our great team of hardworking, dedicated staff and welcome you to join us.

Your application should be submitted by Friday 12th December 2025. Shortlisting and interviews will take place week commencing 15th December 2025.

Visits to the school are warmly welcomed and encouraged. To arrange a visit please email Miss Fisher-Mantej office@emps.school

Please note, only successful shortlisted applicants will be notified of interview and at this stage references will be requested.

We look forward to reading your application.

Kind regards

Mr John Camilleri
Headteacher

Catering Manager Person Specification

Knowledge and Qualification

- Knowledge of basic food preparation including methods, portions, stock rotation, balanced meals and ordering.
- Knowledge of budgeting and ensuring value for money in the delivery of a meals service.
- Food Hygiene certificate or willingness to undertake immediate training on appointment

Experience

- Previously managed or assisted in running own catering unit.
- Experience of managing / supervising and training kitchen staff in a similar environment.
- Experience of budgeting.

KNOWLEDGE AND UNDERSTANDING RELEVANT TO THE JOB:

- Good communication skills
- Ability to read and implement instructions, such as Health & safety and Food Hygiene regulations.
- Basic administrative, record keeping and arithmetic abilities.
- Ability to use and clean machinery and light equipment.
- Demonstrate a willingness and enthusiasm for training and progression.
- Ability to communicate and delegate effectively to all kitchen, school staff and pupils.
- Ability to work on own and within a team.
- Ability to lead, motivate and train staff
- Demonstrate and maintain a high standard of personal hygiene.
- Work effectively in a busy and hectic environment.

SKILLS AND ABILITIES:

- Motivated to work with children & young people.
- Ability to form & monitor appropriate relationship & personal boundaries with children & young people.
- Emotional resilience in working with challenging behaviours.
- Appropriate attitudes to use of authority & maintaining discipline.
- The postholder may be required to work outside of normal school hours on occasion, with due notice.
- All postholders will be required to undertake an enhanced DBS check. Individuals on the children's barred list (and adults barred list where relevant) should not apply.
- An understanding of the principles of Keeping Children Safe in Education 2015 and a commitment to ensuring the health, safety and wellbeing of all children.
- Required to work additional hours on occasions to meet the requirements of the service for which additional monies will be paid
- Required to produce meals on an emergency plan where deemed necessary
- Required to attend on the major cleaning days of the year-normally INSET days (holidays should NOT be booked on these days)

English Martyrs' Catholic Primary School is committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment. This post will be subject to pre-employment checks, references will be sought, and the successful candidates will need to undertake a Disclosure and Barring Service checks.

See Attachments:

- ✓ **Catering Manager Job advert**
- ✓ **Application form**
- ✓ **Notes to Applicants Document**
- ✓ **Consent to obtain references Form**
- ✓ **Recruitment Monitoring Form**

Notes to Applicants

These Notes accompany the relevant CES Model Application Forms for each category of employee and:

- the Model Recruitment Monitoring Form.
- the Model Rehabilitation of Offenders Act 1974 – Disclosure Form; and
- the Model Consent to Obtain References Form,

together referred to as the “supplementary forms”.

Where there is a distinction between the categories of employee to which these Notes apply, it will be clearly highlighted.

Applicants are advised to read through these Notes fully before completing the Application Form and the supplementary forms.

Applicants are advised that references to School / College in the Application Forms, the supplementary forms and these Notes to Applicants includes Academies. Further, references to Governing Body in those documents include an Academy Trust Company, a Multi Academy Trust Company and / or its Governing Body / Board of Directors / Local Governing Body as appropriate.

TECHNICAL INSTRUCTIONS

1. Depending on the recruiting school’s / college’s own requirements applicants may complete the Application Form and supplementary forms in three ways:
 - Completion and submission electronically.
 - Completion electronically, printing and submitting a hardcopy via post, by fax or by scanning and emailing.
 - Printing off and completing in handwritten format, then submitting by post, by fax or by scanning and emailing.
2. Where applicants complete the Application Form and supplementary forms and submit by post, written acknowledgement of receipt will only be provided where the applicant has supplied a stamped addressed envelope with their posted application.

GENERAL INFORMATION

Applicants must ensure that they are using the most up to date version of the Application Form and supplementary forms. Where there is any doubt, applicants should contact the school / college where the position applied for is based, or the contact person mentioned in the job advertisement.

Applicants are reminded that this is an application for a post in a Catholic Voluntary Aided School / Catholic Voluntary Academy / Catholic Voluntary Multi Academy Trust (if applicable) where the Governing Body / Academy Trust Company / Multi Academy Trust Company is the employer and that the post will be subject to the terms and conditions of the appropriate CES model contract of employment. A copy of the relevant contract will be provided to the applicant if they are shortlisted for interview.

Applicants should note that, in accordance with the safeguarding vulnerable groups' regime, it is their responsibility to have made any necessary registrations relevant at the time of making this application, which are required for people working or volunteering with children. Accordingly, applicants are put on notice that any offer of employment made will be conditional upon identity and right to work checks and the results of Disclosure & Barring Service and Teacher Services checks (where applicable). For those who have lived or worked outside of the UK, the offer will also be conditional on satisfactory overseas checks including, where necessary, the provision of a letter of professional standing.

Before signing the application form, applicants must ensure that every section has been completed. **Failure to complete all relevant sections may result in an application being rejected.**

All Application Forms, supplementary forms and any relevant documentary evidence should be sent to the school / college where the position applied for is based, or as instructed in the job advertisement. **Applicants should not return any Application Form and / or supplementary forms and / or any relevant documentary evidence to the CES.** Any applications received by the CES will not be forwarded or returned but shall be securely disposed of.

THE APPLICATION FORM – GUIDANCE ON COMPLETING SPECIFIC SECTIONS

Applicants are advised that the Governing Body complies with the School Standards and Framework Act 1998 and the Equality Act 2010.

Details of the Role Applied For

Applicants should complete this section of the Form by inserting the relevant information and ticking the appropriate boxes.

Personal Details

Applicants should insert the requested details and tick the relevant box in order to indicate how they would prefer to be contacted.

If an applicant has obtained qualified teacher status from a jurisdiction other than England or Wales, they should insert their membership number for the relevant teaching profession regulator and provide details of the specific regulator.

Support staff and Lay Chaplain Application Forms only – if applicants have not obtained qualified teacher status they should leave this section blank.

Details of Present Employment

Applicants who are not currently employed, should tick the box that says “no” and proceed to the next section.

Employment History

Applicants should provide full and accurate details of relevant employment history and professional or work experience starting with the most recent. They should not repeat the information provided (if applicable) relating to present employment. Where the applicant is a

student seeking a first-time appointment, they should provide details of all teaching practice to date (if applicable).

Other Employment / Work Experience

Applicants should provide details of all other employment and paid or unpaid experience after the age of 18 (e.g. employment unrelated to the teaching profession, voluntary work etc).

Applicants must ensure that there are no gaps in the chronology of their education and / or employment history from the age of 18 to the present day and space has been provided on the form for this information. Failure to provide a full account may lead to an application being rejected.

Applicants must declare whether they have ever been ordained and / or been a member of a religious community. Where the answer to this question is 'yes', the Applicant must provide full details and expect that this will be discussed in more detail if they are successfully shortlisted for interview, more particularly in relation to their Canonical status and whether the Applicant is subject to any restrictions which may affect their suitability for appointment to the post applied for.

Post-11 Education and Training

Applicants should provide details of education received in this country and / or abroad, academic vocational qualifications obtained including degrees, with class and division, and Teacher Certificates. Applicants must include postgraduate and professional qualifications. Applicants are advised that they may be required to produce evidence of qualifications attained. Please ensure that all relevant classifications and grades are included.

Catholic Certificate in Religious Studies ("CCRS") – this was formerly known as the Catholic Teachers' Certificate and the Certificate in Religious Education.

Teacher post Application Forms only – applicants should state which subjects they are qualified to teach including other subjects for which they may have experience to teach. Applicants should also provide details of any other specialisms and special areas of teaching interest.

Supporting Statement

Applicants should ensure that their supporting statement is clear and concise and does not exceed 1,300 words. It is preferable, although not compulsory, that the supporting statement is typed rather than handwritten.

References

All applicants are required to provide details of at least two, and up to three, referees. A referee who is a current or former employer must have full access to the applicant's personnel records. This is in order to ensure that the information provided is accurate.

There may be situations where the referee does not have full access to an applicant's records for data protection and privacy reasons. If that is the case, the referee will need to be in a position to complete the reference to an acceptable standard with information relating to the applicant's dates of employment. All posts are subject to satisfactory references.

It is the applicant's responsibility to ensure that they have obtained their nominated referees' explicit consent to pass on their contact details. Not only is this a matter of courtesy but it ensures that the General Data Protection Regulation is being complied with. **Please also complete the Consent to Obtain References Form and return it with your application.**

Applicants must advise the school / college if they do not want them to contact any of their referees and provide reasons. For example, where applicants are currently employed, they may not wish the school / college to contact their employer until such time that they have given notice to terminate their employment.

Applicants are advised that schools / colleges designated with a religious character in England and Wales are permitted by law to require certain posts to be filled by practising Catholics. In certain specific circumstances, it is possible that a temporary post may be filled by a person who is not a practising Catholic and there is no intention to deter suitable applicants from expressing their interest.

Teacher posts – Applicants are advised that schools / colleges are entitled to give priority to Catholic applicants. A higher degree of priority may be given to practising Catholic applicants but applications from all Catholic applicants (whether practising or not) are eligible to be given priority over applicants who are not Catholic. Nevertheless, applicants who are not Catholic are welcome to apply.

Definition of “practising Catholic” – Schools / colleges may provide guidance to the applicant regarding the definition of a “practising Catholic” with the application pack and / or in the event that the applicant is shortlisted for interview.

In summary, all suitably qualified Catholic applicants, regardless of the teaching post for which they are applying, are eligible to be given preference over applicants who are not Catholic. Practising Catholic applicants should nominate their Parish Priest as one of their referees. Those applicants applying for the permanent Senior Leadership posts referenced in the Memorandum must provide such details.

For other teaching posts, Catholics who do not consider themselves to be “practising” may provide a copy of their baptism certificate with their application form, instead of providing a Priest’s reference. Alternatively, they should provide details of the name and address of the Parish where they were baptised and the date of their baptism. For support staff posts, the recruitment documentation should make it clear if being a Catholic is a requirement for the post.

In the event that an applicant is appointed, any failure to disclose the existence of a relationship, whether it be by marriage, blood or as co-habitee, between the applicant or their spouse / civil partner / partner, with a member, or an employee, of the Governing Body of the school / college where the post is situated may be considered a disciplinary offence warranting summary dismissal.

Right to work in the UK

The Governing Body is under a legal duty to require all members of staff to provide documentary evidence of their entitlement to undertake the position applied for and to ensure that they have an ongoing entitlement to live and work in the UK. These checks need to be carried out for every person the Governing Body employs regardless of race, ethnicity or nationality. Therefore, on

receipt of a conditional offer of employment, and before a successful applicant commences their post, they must provide supporting evidence of their right to live and work in the UK.

The Home Office guidance entitled “An employer’s guide to right to work checks” provides a list of the documents that can be provided to demonstrate an applicant’s right to live and work in the UK (see Annex A of the guidance).

The Home Office guidance is regularly updated to reflect changes in immigration law. It is important that applicants refer to the current version. Applicants should expect to provide originals of the documents listed in Annex A to the Governing Body as evidence of their right to work in the UK. Verified copies will then be taken of the original documents as required.

Language requirements for public sector workers

The ability to communicate with members of the public in accurate spoken English and / or Welsh is an essential requirement for public facing posts. The Public Sector Workers Code of Practice notes that “to serve the public it is vital that those working in public-facing roles can communicate in English, or in Wales, English or Welsh”¹. The standard of language required is satisfied if it is sufficient to enable the effective performance of the person’s role². Please note that this language requirement may be in addition to mandatory English language requirements associated with an applicant’s immigration route.

Public facing roles within the public sector would include leadership teams, teachers, support staff and others employed to work in publicly funded schools.

Declaration

The Governing Body has a duty to make a report where an applicant provides false information in prescribed circumstances in accordance with the Education Act 2002.

SUPPLEMENTARY FORMS

Model Recruitment Monitoring Form

Applicants are not required to complete the Recruitment Monitoring Form, however, if they do, they will be helping the school / college to fulfil its duties under the Equality Act 2010.

The Recruitment Monitoring Form will be used purely for monitoring and statistical purposes and will not form part of the application or the recruitment process. The persons involved in the recruitment process will not have sight of the completed Recruitment Monitoring Form.

Where applicants wish to complete the Recruitment Monitoring Form, they should return it *with* their completed application form but in a *separate* sealed envelope clearly marked “Confidential – F.A.O: Recruitment Monitor”.

Model Rehabilitation of Offenders Act 1974 – Disclosure Form

¹ See

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/573013/english_language_requirement_public_sector_workers_code_of_practice_2016.pdf

² S.77(8) Immigration Act 2016

As the position applied for gives privileged access to vulnerable groups, all applicants attending interview are required to disclose all spent convictions and cautions under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 unless it is a “protected” conviction / caution under the amendments made to the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 (in 2013 and 2020) and, therefore, not subject to disclosure.

Applicants invited for interview, should bring The Disclosure Form with them to the interview in a **separate, sealed envelope** clearly marked “Confidential – Rehabilitation of Offenders Act 1974 – Disclosure Form”. Interviewees will be asked to hand the form to the interviewer at the end of the interview.

Interviewees must disclose all spent and unspent convictions on this form other than those which are “protected”. This may include driving offences but will not include youth cautions, reprimands or warnings. The rules on multiple convictions were changed in November 2020. If interviewees are unsure about whether or not a conviction requires disclosure they should review the Ministry of Justice guidance on the filtering of “protected” convictions and cautions which can be accessed on the [Ministry of Justice website](#).

The Disclosure Form will only be seen by those persons within the school / academy / college and / or Governing Body / Academy Trust Company / Multi-Academy Trust Company who are required to see it as part of the recruitment process if you are the preferred / one of the preferred candidates for the position.

Model Consent to Obtain References Form

Applicants should ensure that they complete and return the Consent to Obtain References Form with their completed application.

If applicants have any further questions in relation to the position applied for they should contact the school / college where the position applied for is based or they should contact the individual named on the job advertisement.

CONSENT TO OBTAIN REFERENCES FORM

It is the responsibility of all Applicants to ensure that all named referees have consented to providing a reference. In accordance with Keeping Children Safe in Education (2018) we will obtain and scrutinise references prior to interview and referees will be contacted to provide clarification as appropriate. All information provided by referees will also be compared, for consistency, with the information Applicants have provided on their application form with the intention that questions will be asked during interview if there are discrepancies.

Referees will be asked to verify the contents of an Applicant's application form (where they are relevant) and will also be asked for information about:

- All disciplinary offences (including those where the penalty is "time expired" if related to children; and
- All child protection allegations including the outcome of any child protection investigations.

We will also ask about an Applicant's performance history including details of any capability concerns (including attendance issues).

Request for your consent

In compliance with the General Data Protection Regulation (GDPR), we wish to ensure you are aware of the purpose for which we are requesting your consent to collect and process the data we will be asking for when we contact your referees.

Important information regarding your consent

1. We are English Martyrs' Catholic Primary School, Flint Street, London SE17 1QD, Voluntary Aided is the data controller.
2. Being a Catholic education provider, we work closely with the school's the Local Authority, the Department of Education and the Catholic Education Service with whom we may share information provided by your referees if we consider it is necessary in order to fulfil our functions.
3. The person responsible for data protection within our organisation is Judicium and you can contact them with any questions relating to our handling of your data. You can contact them by dataservices@judicium.com
4. We require the information we will request from your referees in order to process your application for employment.
5. To the extent that you have shared any special categories of personal data³ this will not be shared with any third party except as detailed in paragraph 2 above unless a legal obligation should arise.

³ Article 9(1) GDPR sets out the special categories of personal data as follows: "*personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic*

6. If your application is successful, the information provided by your referees will become part of your personnel file which shall be retained throughout the duration of your employment within our organisation and afterwards in accordance with our data retention policy.
7. If you are unsuccessful, your references and any documents you have submitted in support of your application will be destroyed after a period of 6 months.
8. We will keep a record of your consent as evidence that we have obtained your consent to requesting references from your referees.
9. You have the right to withdraw your consent at any time and can do so by informing our organisation's Data Protection Officer (see paragraph 3 above) that you wish to withdraw your consent.
10. To read about your individual rights you can refer to our fair processing notice and data protection policies.
11. If you wish to complain about how we have collected and processed any information relating to your application, you can make a complaint to our organisation by contacting the head teacher. If you are unhappy with how your complaint has been handled, you can contact the Information Commissioner's Office via their website at www.ico.org.uk.

Request for your consent

Please ensure that you read paragraphs 1-11 above and raise any relevant questions before providing your consent below:

- I confirm that I have read and understood paragraphs 1-11 above and that I have been offered the opportunity to raise any relevant questions: Yes No
- Please check this box if you have any objection to our taking up your references and to the collection and processing of your data as described in paragraphs 1-11 above
- I agree to you contacting my referees in order to obtain references.

Signature:

Date:

CONFIDENTIAL DECLARATION

To be completed by all new staff including regular volunteers prior to appointment and by all staff on a regular basis. Failure to complete this form may result in an offer of employment / work being withdrawn or termination of existing employment / work.

Full name:	DBS Application Reference (where applicable)
Date of birth:	School:
Address:	

Please answer each question listed below accurately and truthfully by circling either yes or no:

Section A: All staff	
1. Have you ever been cautioned, subject to a court order, bound over, received a reprimand or warning or found guilty of committing any criminal offence that would not be filtered* (see overleaf) in line with current guidance?	Yes / No
2. Do you have any prosecutions pending that would not be filtered in line with current guidance* (see overleaf)?	Yes / No
3. Are you currently under investigation or charged with any offence, pending police investigation?	Yes / No
4. Has your name ever been included in any DBS barred list?	Yes / No
5. Has your conduct ever caused concern or been likely to cause significant harm to a child or young person under the age of 18, or put a child or young person at risk of significant harm, or to your knowledge has it ever been alleged that your conduct has resulted in any of those things?	Yes / No
6. Have you ever been found by a civil court to have caused significant harm to a child or young person under the age of 18, or has any civil court made any finding against you that any child or young person under the age of 18 was at risk of significant harm?	Yes / No
7. Has a child in your care or for whom you have or have had parental responsibility ever been removed from your care, been placed on the Child Protection Register, or been the subject of any order under the child protection provisions of the Children Act?	Yes / No
8. Are you taking any regular medication or other substances that you would need to bring with you to the school?	Yes / No
Section B: Staff engaged in teaching work only	
9. Are you prohibited from teaching or are there any restrictions in place relating to your teaching?	Yes / No
Section C: Staff engaged in early years' and/or childcare settings only**	
10. Are you disqualified from providing, being involved in the management of, or being employed in, early years' provision and childcare?	Yes / No
Section D: Governors only	
11. Are you subject to a Secretary of State Section 128 direction prohibiting or restricting you from taking part in the management of a school?	Yes / No

If you have answered YES to any of the above questions you must provide further information below:

Please include full details - approximate date/month/year, details of charge/offence, the court/police force concerned, any penalties imposed including dates and location of any periods of imprisonment. Use additional sheets if necessary.

Declaration Statement

I declare that the above information (and that on any attached sheets) is true and complete to the best of my knowledge. I understand that failing to provide information and/or providing false or misleading information may result in an offer of employment/work being withdrawn or the termination of my employment/work with immediate effect.

I understand my responsibility to safeguard children and vulnerable adults and I will notify my line manager/head teacher of anything that may affect my suitability.

I will immediately disclose any convictions, cautions, court orders, reprimands or warnings I may receive. I will notify the school immediately should any of the information provided above change.

If I am taking medication on a regular basis which I am required to have with me at the school I will notify my line manager/head teacher and will keep the medication in a safe place out of the reach of children.

I understand that the impact of any information disclosed either by me on this form and/or by the DBS will be considered by the school in relation to my application or if already appointed, my employment.

I understand that I will be asked to provide proof of my identity and that I will be subject to an Enhanced Disclosure from the Disclosure and Barring Service.

I give you permission to contact any previous settings, local authority staff, the police, the National College of Teaching and Leadership, Ofsted and/or the DBS to share information about my suitability to care for children.

Signed (Individual) _____ Date _____

Signed (Head Teacher) _____ Date _____

Further Information

*Filtering criminal records: <https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>

**Childcare Disqualification Regulations 2018:
<http://www.legislation.gov.uk/uksi/2018/794/contents/made>

Keeping Children Safe in Education September 2018:

Additional Page