



Grove School

# Head of catering vacancy 36.5 hours per week

## Candidate Information March 2026

Grove School

Dawson Road

Handsworth

Birmingham

B21 9HB

Tel: 0121 464 4669

Email: [j.baker@grove.bham.sch.uk](mailto:j.baker@grove.bham.sch.uk)

23.02.26

Dear Application,

Thank you for requesting information regarding Head of Catering at Grove School. Enclosed is a booklet with information about the Head of Catering at Grove School.

This is a full time, permanent post. 36.5 hours per week.

The successful candidate would commence the role in April 2026.

The Head Teacher and Governing Body wish to recruit and forward thinking and passionate Head of Catering who has creative flair and can make mealtimes for primary aged pupils fun and exciting.

The successful candidate will need to demonstrate they can manage and lead a team of General Assistants and continue to develop the positive culture in a busy school kitchen that puts children at the heart of their work.

We are a large, 3 form entry school situated on two sites on Dawson Road. Our catering team move equipment and some foods between the two sites. They set up dining halls and provide a high-quality breakfast and lunch service. Many of our pupils are eligible for free school meals. The take up of meals is good. Pupils look forward to special meal days at Grove.

The catering team all work 3 days in the school holidays to ensure the kitchen and equipment is ready for the start of each term. These days are directed by the senior leadership team.

Hours of work are Monday – Friday, 7.00am to 3.00pm. This includes a daily 40-minute unpaid break.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent spoken English is an essential requirement for this role.

We encourage potential candidates to contact school to arrange an informal visit. On this visit you will meet the Head Teacher and current Head of Catering. Please contact Elaine Patel: [e.patel@grove.bham.sch.uk](mailto:e.patel@grove.bham.sch.uk) to arrange an informal visit for **Wednesday 4th March 2026 at 12.00pm or 1.30pm.**

The closing date for applications is: **Wednesday 11th March 2026 12.00pm.**

Candidates who are shortlisted will be invited to attend an interview day. The date for the interview day is **Thursday 19th March 2026.**

If you have any queries regarding this post please email Ms J Baker, Head Teacher:  
j.baker@grove.bham.sch.uk.

Application forms, job description and person specification are available on the school website:

<http://web.grove.bham.sch.uk>

Please email your completed application form to [vacancy@grove.bham.sch.uk](mailto:vacancy@grove.bham.sch.uk)

Grove School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The successful candidate will be subject to all necessary pre-employment checks.

The pre-employment checks include: Enhanced DBS; Prohibition check; Childcare Disqualification (where applicable); qualifications (where applicable) medical fitness; identity and right to work.

All applicants will be required to provide two suitable references.

An online search will also be carried out as part of due diligence on all short-listed candidates.

**"Previous applicants need not reapply"**

Yours sincerely,

**J Baker**  
**Head teacher**

Enclosed  
Application Form  
Job Description  
Person Specification

**Grove School**  
**Head of Catering**  
**Job Description**  
**Grade: GR4**

**1. Job Purpose**

- 1.1 To be responsible for various administration procedures and the supervision and training of staff
- 1.2 To ensure quality meals are served to the pupils and adults
- 1.3 To be responsible for organising special functions on an occasional basis

**2. Key Responsibilities**

- 2.1 General
  - 2.1.1 Be responsible for budgeting, planning and provision of various menus, stock control and food buying
  - 2.1.2 Planning menus with consideration to cost and by adherence to the food policy
  - 2.1.3 Buying food and other goods-placing order through the Line Manager, checking goods in and controlling stock issues
  - 2.1.4 Preparation and cooking of meals – includes the provision of special diet meals
  - 2.1.5 Providing sandwich lunches for school trips, sports days etc.
  - 2.1.6 Providing refreshments for Governors' meetings on site by request
  - 2.1.7 Testing/development of new food products/systems

- 2.1.8 Supervision of staff on a daily basis (including allocation of duties and work rotas)
  - 2.1.9 Maintaining required standards of cleanliness for both premises and equipment
  - 2.1.10 Testing/development of new cleaning products and systems
  - 2.1.11 Maintaining high standards of hygiene
  - 2.1.12 Training of new staff
  - 2.1.13 Reporting equipment, maintenance problems and energy leaks to the Building Site Supervisor
  - 2.1.14 Organising special functions as required by the Headteacher and other officials e.g. Public Health Inspectors
  - 2.1.15 Ensure that all sample trays are maintained for Health and Safety checks
  - 2.1.16 Regular stocking/inventory work
  - 2.1.17 Organisation of food service areas. Ensuring proper standards of presentation control of kitchen linen and laundry
  - 2.1.18 Ensuring the correct and economical use of all materials and equipment
  - 2.1.19 Recruitment of staff in conjunction with the Headteacher , Deputy Head and governors
  - 2.1.20 To work within school's published Policies and Practices Documents
  - 2.1.21 All duties to comply with the Health and Safety at Work Act
  - 2.1.22 Any other duties that may be necessary to meet the exigencies of the service
  - 2.1.23 To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the school
- 2.2 Special Conditions

- 2.2.1 Staff will be required to work additional hours on occasions to meet the requirements of the service for which additional monies will be paid
- 2.2.2 Staff will be required to produce meals on as emergency plan where deemed necessary
- 2.2.3 Staff will be required to attend on the major cleaning days of the school year – normally training days (holidays should NOT be booked for these days)
- 2.3 Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- 2.4 To ensure all tasks are carried out with due regard to Health and Safety
- 2.5 To undertake appropriate professional development including adhering to the principle of performance management.
- 2.6 To adhere to the ethos of the school
  - 2.6.1 To promote the agreed vision and aims of the school
  - 2.6.2 To set an example of personal integrity and professionalism
  - 2.6.3 Attendance at appropriate staff meetings and parents evenings
- 2.7 Any other duties as commensurate within the grade in order to ensure the smooth running of the school

**3. Supervision Received**

Supervising Officer's Job Title: \_\_\_\_\_

- 3.1 Level of supervision:
  - 1. Left to work within establishment guidelines subject to scrutiny by supervisor

**4. Supervision Given** (excludes those who are indirectly supervised i.e. through others)

Post Title	Grade	No of Posts	Level of Supervision (as in 3.2 above)

## 5. Special Conditions

5.1 None

### Person Specification

#### Method of Assessment (MOA)

AF Application Form	C Certificate	I Interview	T Test or Exercise	P Presentation
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Criteria	Essential	MOA
<b>Education/Qualifications</b> NB: Full regard must be paid to overseas qualifications.		AF/C
<b>Experience</b> Relevant work and other experience		
<b>Skills &amp; Ability</b> e.g. written communication skills, dealing with the public etc.	<b>*Delete if not applicable</b> *An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by <b>Part 7 of the Immigration Act 2016</b>	
<b>Training</b>		
<b>Other</b>		

All staff are expected to understand and be committed to Equal Opportunities in employment and service delivery.

Reviewed by:

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Date:

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