



FARRINGTONS
SCHOOL

School Catering Operations Coordinator

Part time, working term time plus

20 additional days during school holidays

(36 weeks per year including INSET days plus 20 days)

30 hours per week - 8.00am to 2.00pm

Required As Soon As Possible

Actual salary range: £26,733 to £30,362 per annum

We are looking to appoint an experienced and dedicated school Catering Operations Coordinator to provide effective administrative and operational support for the school's catering function, helping to ensure the efficient, compliant and financially responsible delivery of a large-scale catering service providing meals for approximately 620 pupils and 200 staff each day.

The Catering Operations Coordinator will have responsibility for monitoring catering expenditure against agreed budgets, supporting effective financial controls, managing and coordinating staffing, arranging cover for staff when required, and ensuring catering contracts, supplier information and associated records are accurate, current and appropriately managed.

The postholder will act as the administrative lead for food safety and allergen management within the catering department, ensuring that appropriate records, procedures and information are maintained and that the catering team operates in accordance with relevant food hygiene, food safety and allergen requirements.

Working closely with the catering team and relevant school staff, the postholder will ensure that the catering operation is appropriately staffed, well organised, compliant and able to meet the day-to-day needs of the school.

Experience of working in a similar administrative role within a school or a catering environment would be an advantage.

We are looking for someone who will:

- Provide an outstanding administrative service with the catering team and wider school
- Have general finance experience including the checking of invoices and budget control
- Have excellent communication and administrative skills to lead a team
- Be organised and have a flexible approach to all work undertaken
- Work independently and take initiative when appropriate
- Be able to prioritise and manage a varied workload to meet deadlines
- Have strong IT skills with a focus on accuracy

We can offer you:

- A supportive management team focussed on improving the school site and facilities



- A collaborative and friendly catering team
- A varied and interesting workload
- A school that is committed to the wellbeing of all staff and pupils
- Excellent continuing professional development

The closing date for applications is Tuesday 13 October 2026
Interviews to be held week commencing 19 October 2026

The school reserves the right to appoint before the closing date, so early applications are advised.

Further information and an application pack is available on the school website: www.farringtons.org.uk

Farringtons School is set in 25 acres of beautiful grounds close to London. We provide an excellent academic and supportive day and boarding environment for girls and boys age 2.5 -18.

The school is a member of MIST (Methodist Independent Schools Trust)

We are committed to encouraging diversity. We aim for our workforce to be representative of society and that each employee feels respected and able to give their best. We are committed to providing equality and fairness in our recruitment and employment practices and not to discriminate on any grounds.

The school is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and enhanced disclosure through the Disclosure & Barring Service.

All shortlisted candidates will undergo online screening checks. This practice is part of the "Keeping Children Safe in Education" (KCSIE) statutory guidance, which recommends schools conduct online searches for due diligence on shortlisted candidates to identify any publicly available information that might relate to their suitability to work with children.

