



# Fettes College

## Catering Supervisor



### The Role

We are looking for an inspiring and people-focused leader to join our outstanding Catering Department.

If you thrive in a busy, fast-paced and iconic environment, love bringing people together and take pride in creating a great experience for both customers and colleagues, we would love to hear from you. With experience in a busy operational environment, you will be a confident and inspiring leader who knows how to motivate a team, build strong relationships and bring energy and enthusiasm to everything you do.

This is a fantastic opportunity to be part of a talented team, make a real difference and help us continue to deliver an exceptional catering experience.

Working as part of a dedicated team, you will help provide high-quality catering services for students and staff during term time, support the Fettes College Language School during the summer months, and assist with the delivery of events, functions, and hospitality services throughout the year. This is an excellent opportunity to contribute to a vibrant and welcoming school community.

### **Key Aspects of the Job**

- Leading, inspiring and motivating the front of house team to deliver consistently exceptional customer service.
- Staff leadership: Coordinating staff shifts and responsibilities, supporting on-the-job training, and monitoring and developing staff performance.
- Coordinating and overseeing the successful delivery of high-quality, well-organised events throughout the year, ensuring smooth and seamless execution.
- Regular communication with other departments, ensuring relevant information is cascaded to the team.
- Overseeing the delivery of meals and snacks, providing clear direction and support to the team as required.
- Assisting with the provision of quality meals and beverages at the school's required times.
- Supervising and supporting kitchen and dining room duties including cleaning equipment and utensils, washing cutlery and plates, clearing away equipment including tables and chairs.
- Ensuring all fridge / food temperatures are recorded and cleaning schedules are completed in a timely manner.
- Complying with food hygiene, and health and safety regulations / procedures.
- Providing for and assisting with functions as required.
- Any other reasonable duties as required in the provision of catering services.

### **Person Specification**

- Have a passion for providing excellent customer service.
- Have experience in leading and motivating large teams.
- Proven experience in leading and delivering successful, well-organised events, with the ability to bring together people, resources and attention to detail to ensure every event runs smoothly and creates an exceptional experience for guests.
- Have a strong background in a similar high-volume environment.
- Excellent time keeping and time management skills.
- Be a competent multi-tasker, who can work under pressure, and as part of

a happy and committed team.

- Level 2 Food Hygiene qualification is required. Experience of allergen legislation and knowledge of special diets is essential.
- Be familiar with health and safety requirements within a catering environment.
- Have experience of catering operational IT systems and paperwork.

## Benefits

The salary for this role is £27,800 per annum (£15.29 per hour.)

In addition to being part of a great team you will be entitled to a range of benefits that include:

- 30 days holidays and 8 days public holidays, generally taken outside term time.
- Time off over Christmas and New Year (2 weeks of annual leave) as the school is closed.
- Parking within the campus grounds. The campus is easily accessed by car and bus. There is a bus stop located outside the campus serving several routes across the city, including routes to railway station.
- Membership of Westwood's gym and health club which offers a range of excellent fitness and leisure facilities including a 25m swimming pool.
- Free lunchtime meals during term time, and at other times when catering is provided, and you are on duty.
- Life insurance scheme.
- Excellent Employee Assistance Program (EAP).
- Fettes College Pension Plan - This scheme is a money purchase one, operating as a salary exchange plan. The College will contribute a minimum of 8% of your basic annual salary to the Plan and you will be required to contribute a minimum of 2% of basic annual salary.
- Access to discounted healthcare, additional life insurance, shopping discounts, etc through our 4me benefits portal.

## Hours of Work

Full time hours - 35 hours per week (varied start and finish between 6.30am and 9.30pm), 5 days out of 7 to cover weekends. All staff are expected to accept a reasonable amount of overtime if requested from time to time.

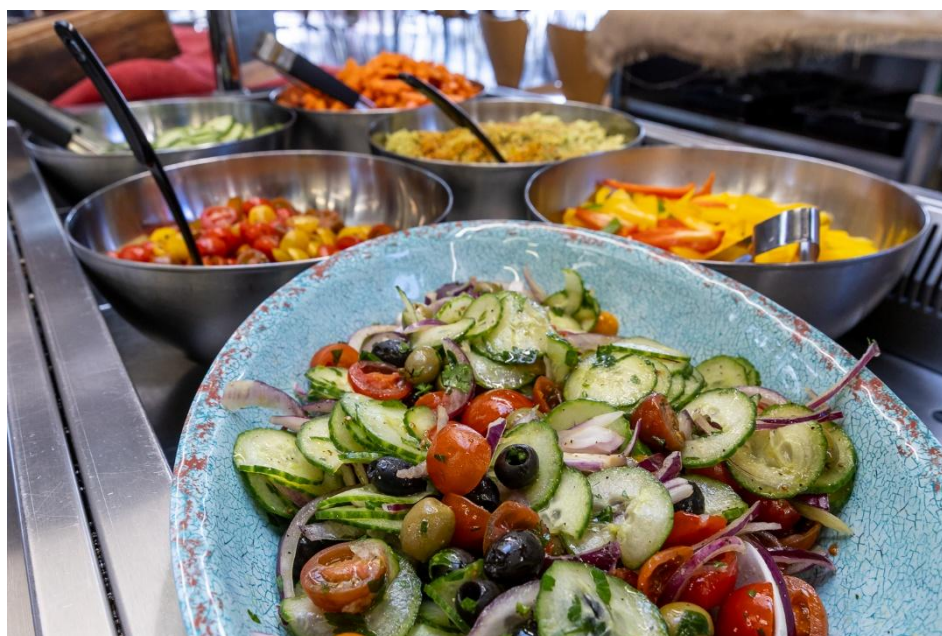
## Application Process

The closing date for applications is Monday, 9th November 2026. Interviews will take place later that week. To apply, please go to our website and follow the link for these vacancies: [www.fettes.com](http://www.fettes.com).

If you would like further information prior to applying for this role, please contact John Hutchison, Catering Manager via [JG.Hutchison@fettes.com](mailto:JG.Hutchison@fettes.com) or Michelle Nimmo, Assistant Catering Manager via [M.Nimmo@fettes.com](mailto:M.Nimmo@fettes.com).

An offer of employment will be subject to two satisfactory references and a clean report obtained from the Disclosure Scotland PVG Scheme in view of the contact you will have with children during your normal duties.

We are passionate about creating a diverse workforce and welcome applications from under-represented communities. We particularly encourage applications from Black, Asian, and Minority Ethnic (BAME) candidates. If you would like to have an informal chat about the inclusive culture at Fettes College, or have any questions about how this might work for you, please contact Anushka Chakravarty (Deputy Head (Academic)) at [A.Chakravarty@fettes.com](mailto:A.Chakravarty@fettes.com).

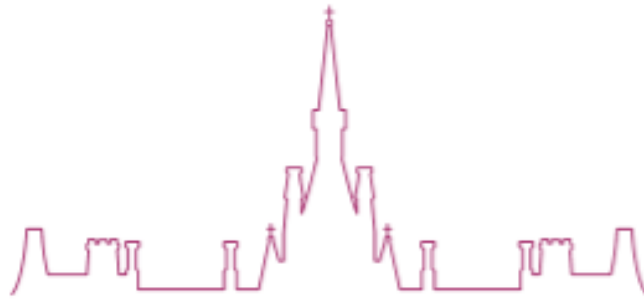


## About Fettes

World-class co-educational full boarding and day school (5-18 yrs), Fettes combines a proud Scottish identity with an international outlook. The turreted main Building (designed by one of Scotland's leading architects, David Bryce) is an iconic Edinburgh landmark, set within a beautiful 100-acre woodland campus. It is a combination few schools can match: the space, community and breadth of a great boarding school, within walking distance of the cultural city of Edinburgh.

- Recognised for an 'Outstanding Curriculum' (*Education Scotland*), Fettes offers a sector leading, all-round education
- Academic excellence in GCSE and the only school in Scotland to offer the dual pathway of A Level and the IB in Sixth Form
- Top IB School in Scotland and top 10 in the UK
- Extensive co-curricular opportunities for all students
- The journey begins in Fettes Prep (with a Pre-Prep for 5-7 and a Prep School from 7-13) 'The School that puts kindness at the core of its curriculum' (Sunday Times)

We are a community of more than 1000 individuals, made up of just under 700 students and over 300 dedicated staff.



# Fettes Moving Forward

## Our vision

We have created and developed a bold vision for Fettes, one which focuses on what we believe Fettesians should aspire to be, the skills they will need in life, and the impact we want them to make in the world.

We have called this *Fettes Moving Forward: A place to live. A place to learn. A place to grow.*

*You can discover our vision – and how it shapes and informs our future – at [Fettes.com/vision](https://fettes.com/vision)*

