


Job Description			
Title: CATERING MANAGER	School: Newark Orchard School London Road, Newark NG24 3AL	Grade: NJE 4 scp 8-14	
Job Purpose Manage and deliver the provision of catering services for the school including meals, special functions and hirers and including the supervision of kitchen & catering staff that encourages healthy eating options.			
Key Responsibilities <ol style="list-style-type: none">1. Provision of any catering required by the school, within the normal day to day life of the school2. Supervision of catering arrangements for special functions which take place in the school3. Supervising outside catering and catering requirements of persons hiring the school premises4. General supervision of the kitchen, including hygiene, training staff and all day-to-day operations5. Responsible for the preparation & cooking of the meal, with assistance from kitchen staff6. Supervision & delegation of work to all kitchen staff7. All administrative work including menu planning and designing, food ordering, stock control, staff record sheets, monitoring food budgets, requisitioning of equipment and reporting repairs to premises8. Budget management including supplier relations9. Organising in house and external staff training for all kitchen staff10. Induction of new staff in health & safety training & correct cooking methods11. Supervision of setting up and cleaning the dining areas before and after meals12. Sourcing food in line with schools healthy eating policy13. Responsible for adapting menus, , adjusting staffing routines to accommodate class timetables and special events14. Support pupil engagement: working with you people to promote independence, support life skills and positive food experiences including liaising with teachers about food related curriculum activities.15. Any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms, following consultation with the Recognised Trade Unions16. To promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact with during the course of your duties and responsibilities. Your conduct must at all times be in accordance with the school's policies and procedures17. To report any causes for concern relating to the welfare and safety of children to the designated person, and the head teacher, or if unavailable the designated safeguarding governor or a member of the senior leadership team18. To attend safeguarding training as required by the school and maintain your knowledge and understanding of your responsibility for safeguarding children in this school			

Person Specification**Education and Knowledge**

1. GCSE grade 4-9 (A-C) in English and Maths or equivalent
2. NVQ Level 3 Information Communication Technician or equivalent
3. Excellent IT skills including work and excel
4. Food hygiene qualification
5. Menu planning
6. Marketing
7. Budgeting
8. First aid certificate
9. Understanding healthy eating options, specialised diets and allergies

Experience

1. Leading a team
2. Managing all aspects of running commercial kitchen
3. Preparing and cooking meals
4. Catering within a school setting (ideally SEND)
5. Menu planning
6. Food ordering
7. Stock control
8. Excellent knowledge of kitchen and food prep hygiene

Personal skills and general competencies

1. Outstanding communication including verbal and written
2. Strong interpersonal skills
3. Flexible and responsive to unexpected changes
4. Leadership skills
5. Confidence
6. Decision making
7. Commitment to safeguarding
8. Commitment to professional development
9. Sense of humour
10. Empathy
11. Patience
12. Dedicated to supporting young people with SEND
13. Ability to work under pressure
14. Commitment to equal opportunities
15. Ability to work without supervision
16. Excellent time management
17. Committed to providing a quality service
18. Common sense
19. Reliable
20. Resilient
21. Understanding of confidentiality and GDPR