

Person specification		
<b>Post title: School Catering Manager</b>	<b>Grade: Grade 6</b>	
<b>Requirements</b>	<b>Essential (E) or Desirable (D)</b>	<b>To be identified by: application form (AF), interview (I), or Reference (R),</b>
<b>Qualifications</b>		
Craft based qualifications C & G or NVQ (706/1 or 706/2 or equivalent)	E	AF
Basic Food Hygiene certificate	E	AF
Recognised Supervisory or Management Qualification	D	AF
Recognised Nutrition Qualification	D	AF
BIIAB Level 2 National Certificate for Personal Licence Holders.	D	AF
Recognised Food Hygiene Qualification/intermediate Food Hygiene Certificate	D	AF
Health and Safety qualification	D	AF
<b>Experience</b>		
Relevant experience in supervising a large catering contract	E	AF, I
Supervision and training of staff in basic kitchen skills	E	AF, I
Experience of large scale catering and catering	E	AF, I
Controlling resources	E	AF, I
Commercial catering experience	E	AF, I
Relevant experience of managing financial resources	E	AF, I
<b>Knowledge and skills</b>		
Good communication and interpersonal skills at all levels	E	AF, I
Ability to plan and discuss menus with customers, including senior managers interpreting their requirements with technical knowledge and flair	E	I
Ability to work within tight deadlines both independently, using own initiative and as part of a team	E	I
Merchandising and promotional skills	E	I
Ability to inspire, and encourage others to perform well	E	I
Knowledge of special dietary needs	D	I
<b>Other (including special requirements)</b>		
Commitment to equality and diversity	E	A, I
Commitment to health and safety	E	A, I
Satisfactory Attendance Record/commitment to regular attendance at work	E	R
Full current driving licence	E	A
Flexibility and ability to work in difference locations	E	A
Display the School values and behaviours at all times and actively promote them in others	E	A
Commitment to safeguarding and protecting the welfare of children and young people	E	A, I
Commitment to undertaking in-service development	E	A
<b>Note: We will always consider your references before confirming a job offer in writing.</b>		
<b>Date created: 31/01/2023</b>		

## Grade Profile - Grade 6 – Support Roles

Applies to **all** posts at Grade 6

### Level Six Purpose

To provide support in a relevant professional area or oversee and co-ordinate the provision of a support function or undertake a specialised skilled activity. This may include day-to-day supervision and direction of a small group or team.

### Scope of Work

Role holders will use practical and procedural knowledge and analytical and judgemental skills to interpret information or situations and solve varied problems some of which may be difficult. Role holders may be expected to make decisions as to when and how duties are carried out and respond independently to unanticipated problems or situations.

### Accountabilities/Responsibilities

Role holders may be responsible for:

- The allocation of work to a small group or team; or
- Accounting for expenditure from agreed budgets; or
- Overseeing the administration of support systems and processes; or
- Undertaking specialised service support activities; or
- Providing service and situation specific advice and guidance; or
- Using specialised equipment.

### Skills, knowledge and experience

- Extended experience or the ability to demonstrate the competence to undertake the role.
- Possession of, or the ability to demonstrate the capability to gain, relevant qualifications or equivalent where applicable.
- Working knowledge of the practices, processes and procedures relevant to the role.
- Developed skills appropriate to the job discipline.

In addition to the skills, knowledge and experience described, you may be required to undertake a lower graded role as appropriate.

### Performance Measures

- Completion of work to required standards, deadlines and timescales.