



Your Academy...Your Future

Post Title	Catering Manager
Purpose	To lead on delivery of the Academy catering service.
Responsible to	Operations Manager
School Type	Castle View Enterprise Academy is a secondary academy for students aged 11 to 16.
Grade	SO1 (SCP 23-25) £33,366 - £35,235. <i>Actual Term Time Only Salary £28,810 - £30,423</i>
Contract Type	Full Time / Permanent Term Time Only (38 weeks + 4 preparation days)
Working Hours	Monday – Friday 6.00am – 2.00pm Occasional requirement to work outside of the above hours (with notice) for school performances, awards evenings, dinners or meetings.
Disclosure Level	Enhanced DBS
Expectations	There is an expectation that all adults who work at Castle View Enterprise Academy will: <ul style="list-style-type: none"> • Create opportunities to support the Academy vision. • Have respect and care for students, colleagues and visitors. • Set the highest possible standards through the way in which we behave, talk to each other and strive for excellence in all that we do.
Duties & Responsibilities	<ul style="list-style-type: none"> • Operate the Academy's catering unit efficiently and effectively, ensuring that a full and varied menu is available. This includes breakfast club, break time and lunch services. • Ensuring the full menu range is available at each year group sitting, with enough provided of each option to meet demand. • To provide catering for events outside of the school day, with notice, such as performances, awards dinners or meetings.

	<ul style="list-style-type: none"> • To provide a safe and healthy environment for the Academy, staff, students and visitors. • Assist the Operations Manager to maintain health and safety compliance. • Maintain cleanliness and hygiene standards in all aspects of catering delivery in accordance with legislative requirements. • Develop menus that include catering for all dietary and allergen requirements. • Maintaining regular stock checks, with the Assistant Catering Manager, accounting for food orders deliveries and maintaining records as required. • Management of kitchen staff, including training requirements, basic food production. kitchen practices. • Maintain kitchen cleanliness standards that comply with the Food Safety Act 1990 and Food Hygiene (General) Regulations 1995. • Working with cleaning colleagues to ensure the dining areas are ready for daily service. • To ensure the effective cleaning of all equipment and utensils, presenting and maintaining them in high quality condition. • Health and safety including fault reporting to the relevant personnel. • To operate a cashless system point, observing audit and financial procedures. • Remaining aware of future legislative requirements including Nutritional Standards / catering related projects that could affect the catering provision at the academy. • Undertake any other duties commensurate with the post.
General Requirements	<ul style="list-style-type: none"> • Attending and participating in training and development when required. • Participating in schemes of assessment, professional development and review. • Attending meetings, liaising and communicating with colleagues in the school, with outside agencies and other relevant bodies. • Being an effective role model for the standards of behaviour expected of students and colleagues. • Complying with confidentiality requirements of the role, child protection procedures, maintaining health and safety standards, and the any policies implemented by the governing body and the local authority.
Professional Values & Practises	<ul style="list-style-type: none"> • Having high expectations of all students; respecting their social, cultural, linguistic, religious and ethnic backgrounds; and being committed to raising their educational achievement. • Treating students and colleagues consistently with respect and consideration, In line with the school's policies and procedures. • Working collaboratively with colleagues as part of a professional team, carrying out roles effectively, and seeking help and advice when required. • Reflecting upon and seeking to improve personal practice.

	<ul style="list-style-type: none"> • Being aware of legislation relevant to your personal role and responsibility in the academy. • Always promoting equal opportunities • Building and maintaining successful relationships with students, colleagues and staff.
Additional Duties	Carry out other reasonable tasks from time to time as directed by the Principal or Operations Manager

Castle View Enterprise Academy is fully committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. As part of our due diligence and to comply with our obligations in line with Keeping Children Safe in Education, an online search of publicly available information will be undertaken for all shortlisted candidates. The successful applicant will be subject to provide an enhanced DBS disclosure.

Person Specification

	Criteria	Essential / Desirable
1.	NVQ Level 3 in Catering & Hospitality or equivalent.	E
2.	Level 3 advanced Food Hygiene and Safety.	E
3.	Evidence of continuous professional development and training.	E
4.	5 GCSE's or equivalent, including English and Maths.	E
5.	Previous experience of operating in an education sector.	D
6.	Experience in menu and recipe development.	D
7.	Managing multiple workloads and shifting priorities.	E
8.	Reviewing existing policies and implementing new policies when required, ensuring compliance.	E
9.	Have a clear understanding of the complexities of multiple academy sites and their individual requirements.	E
10.	Experience of exceptional customer service skills and ability to respond quickly as circumstances dictate.	E
11.	Outstanding written and verbal communication skills.	E
12.	Excellent organisational skills and time management including ability to multitask and manage several conflicting priorities.	E
13.	Self-motivated and able to work on own initiative within a team environment.	E
14.	ICT literate with a working ability to use key IT software.	E
15.	Ability to build effective working relationships with colleagues and external partners at all levels.	E
16.	Understanding of relevant legislation and regulatory requirements underpinning the catering & hospitality sector.	E
17.	Positive approach to learning in role and identifying own training needs as appropriate.	E
18.	Ability to maintain strict confidentiality.	E
19.	Ability to work flexibly, meeting priorities and academy needs.	E
20.	Ability to co-ordinate and manage projects and events.	E
21.	A strong commitment to the academy's values and ethos plus own professional conduct and ethics.	E
22.	Commitment to support the academy's agenda for safeguarding and equality and diversity.	E
23.	Ability to travel and work outside of core hours if necessary.	E
24.	High attention to detail and accuracy.	E