



# THE KING'S ACADEMY

*Emmanuel Schools Foundation*

## Recruitment of Catering Manager

January 2025

### Person Specification

	<b>Desirable (D)/ Essential (E)</b>	<b>How measured</b>
<b>Food preparation and cooking</b>		
Knowledge and experience of and skills and techniques in preparing high quality, nutritionally sound food at scale. (Previous experience doing this in the school environment is desirable.)	E	Application Form/ Interview/ Practical Exercise
Able to plan, produce and adapt appealing menus and dishes which will be positively received by students, parents/ carers and staff, providing confidence that meals are of a high quality, meet customer needs and comply with relevant standards and guidance	E	Application Form/ Practical Exercise
Know where to find information on new ideas and trends in food and drink service, and ways to develop and cost both menus and dishes to incorporate them	E	Application Form
Understand the importance of providing and maintaining standards and attention to detail in a large scale catering operation and able to implement these working through your team	E	Application Form/ Interview
<b>Service areas</b>		
Know how to prepare and display food and drinks to maximise sales and maintain product quality during its shelf life in line with legislative requirements and Academy policy	E	Application Form/ Interview
Understand the principles of merchandising and how to present food and drink and service information in a way which is appealing to students and staff	D	Application Form

<b>Customers and service</b>		
Able to engage with and understand customers of school catering operations (students, staff, parents) and use customer feedback to drive service developments and improvements, with a can-do attitude and being able and willing to try new things	E	Application Form/ Interview
Understands why consistently having food and beverages ready in good time to the required standard is critical to a positive meal experience for students and is able to effectively work through his or her team to deliver this	E	Application Form/ Interview
Able to communicate effectively, both orally and in writing	E	Application Form/ Interview
<b>Nutrition, allergens and dietary needs</b>		
Know how to prepare a school menu containing healthy balanced meals in line with the School Food Standards and able to work through his or her team to implement this routinely	E	Application Form/ Practical Exercise
Knowledge and experience of identifying and adapting menus to meet dietary, religious or other requirements, creating appealing meals which meet students' needs without drawing attention to them	E	Application Form
Knows the legislative responsibilities for the management of allergens and identification of students at risk in the school catering environment and is able to ensure that an effective system of control is implemented in the catering operations by his or her team	E	Application Form/ Interview
<b>Health, safety and hygiene</b>		
Understand how and able to manage food safety systems in line with current legislative requirements and able to identify, prioritise, schedule and implement monitoring, training, maintenance or repair work in ways which minimise disruption to customers	E	Application Form/ Interview
Know what to look for in ingredients and resources and how to handle and store them to maintain quality, in line with food safety legislation	E	Application Form
Know how to (and the importance of) and able to implement risk assessments, and what the health and safety requirements responsibilities and accountabilities are for the role and working environment	E	Application Form

<b>Teamwork, culture and leadership</b>		
Experience of building and/ or maintaining a high performing catering team through encouraging team members to see the importance of their role and their own potential, making and taking opportunities for their own and for the team's development, supporting and encouraging the team to take pride in their contribution and by demonstrating a consistently positive and professional attitude and approach and maintaining high standards	E	Application Form/ Interview
Able to use a customer centred approach to performance management and address poor performance transparently, fairly, professionally and promptly	E	Application Form/ Interview
Understands the wider vision for and work of the Academy and how the work of the catering team fits within this vision. Able to build effective working relationships with the wider staff team and senior leaders and assist in the recruitment and induction process in line with the wider Academy vision	E	Application Form/ Interview
Understands the wider school catering industry and able to keep up to date with changing trends, standards and technology and how they impact upon day to day operations	D	Application Form/ Interview
Able to act as a professional role model for our students	E	Interview
<b>Stock, orders, costing and finance</b>		
Able to creatively and positively negotiate with suppliers to source ingredients at the best financial and quality advantage, and work (when required) within wider ESF trust procurement arrangements	E	Application Form
Financially astute and accountable, being able to appreciate the importance of and having a track record of working within budget, using effective stock control, costings and an aversion to waste and implement through building a stock and resource aware culture in his or her team	E	Application Form/ Practical Exercise
Comfortable with catering accounts and budgets and menu costings	E	Application Form/ Practical Exercise

<b>Technology</b>		
Confident user of technology with basic IT skills or better– Microsoft Office (Excel, Word, Outlook, Teams)	E	Application Form
Able to use and train catering staff on the cashless meal system	D	Application Form
<b>Safeguarding and confidentiality</b>		
Appreciates the importance of safeguarding in a school context, the links it has with the work of the catering team and is able to act with confidence when needed, communicate, embody and embed this in the work of the team	E	Application Form/ Interview
Understands and is able to maintain confidentiality in dealing with sensitive data	E	Application Form
Enhanced DBS check is required to be able to take up the role	E	Application Form/ Pre-Employment Check
<b>Qualifications</b>		
Level 3 qualification (or higher) in Catering & Food Preparation (or equivalent)	E	Application Form/ Certificate Evidence
Level 3 qualification (or above) in Food Hygiene/ Managing Food Safety in Catering	E	Application Form/ Certificate Evidence
Possess Level 2 or higher qualifications in English and Mathematics (GCSE English and Mathematics at Grade A*- C or equivalent)	E	Application Form/ Certificate Evidence
Up to date food allergen training	D	Application Form/ Certificate Evidence
Level 3 qualification in HACCP	D	Application Form/ Certificate Evidence
Manual Handling	D	Application Form/ Certificate Evidence

<b>Attitude and Ethos</b>		
Able to work effectively in a pressured, deadline focused environment, being able to be flexible to quickly respond to changing circumstances and help his or her team to navigate and thrive through changes	E	Application Form/ Practical Exercise
Willing to take ownership of situations and projects, being solution focused to overcome challenges and lead his or her team to succeed	E	Application Form/ Interview
Impeccable punctuality	E	Application Form
Aligned to our inclusive, future focused Christian ethos	E	Application Form/ Interview
Self-motivated, resilient and tenacious, able to work independently and collaboratively as part of the wider staff team	E	Application Form/ Interview
<b>Other</b>		
Throughout the year, the catering team support a number of special calendared Academy evening events outside of normal hours. The postholder would be expected to work these events with team members, with time back being available at quieter times or payment of overtime (subject to agreement and approval in advance)	E	Application Form/ Interview
Eligibility to work in the UK	E	Application Form/ Pre-Employment Check
UK Driving license and access to own car	D	Application Form