



SPECIFICATION & JOB DESCRIPTION

Catering Manager

LOCATION:

Based: Wintringham Primary Academy, St Neots

Covering schools in: Hertfordshire & Cambridgeshire & Peterborough

CONTRACT TERMS

37 hours per week

39 weeks per year plus 4 weeks

Salary Point range: PO2a

Actual Salary: £37,673

FTE Range: £40,476

REPORTING TO: Trust Chief Finance and Operating Officer

ROLE OVERVIEW:

The Diamond Learning Partnership Trust are moving from contracted catering to in-house catering and the successful candidate will be leading this process with the involvement of stakeholders in the logistical and creative decision making. This is an exciting opportunity to join the Trust and to develop the catering service provided to our students.

The successful candidate will be employed to lead a team of School Catering Managers in a growing Multi Academy Trust of 14 primary schools and a secondary school, providing an excellent catering provision for students, staff, and visitors.

The Trust Catering Manager for Diamond Learning Partnership Trust will be responsible for the performance of the whole Trusts catering provision. You will be responsible for developing the catering provision to deliver healthy and high-quality meals that meet Nutritional Standards. The Trust Catering Manager will supervise and deploy catering staff to ensure the efficient organisation of the catering service.

The Trust Catering Manager will be required to travel, you will be expected to travel between all schools regularly - ranging of 50+ miles between the north and south schools.

ESSENTIAL & DESIRABLE

<p>Experience</p>	<p>Essential</p> <ul style="list-style-type: none"> • Proven operational experience managing large teams in multi-site catering operations including HR & Performance Management • Previous experience of menu development, planning and procurement and stock taking. • Experience of staff development and training. • Strong people manager and leader with excellent communication skills • Strong financial management skills with experience of budget compilation and presentation
<p>Qualifications Training</p>	<p>Essential</p> <ul style="list-style-type: none"> • GCSE Maths and English at grade C or above. • Supervisory Food hygiene certificate <p>Desirable</p> <ul style="list-style-type: none"> • Supervisory Health and Safety certificate • NVQ level 3 in Professional Cookery or similar • NVQ level 2 in Management and Leadership • NVQ level 2 in Customer Services • Diploma or Experience in Budgets and Financial Reports.
<p>Knowledge Skills Attributes</p>	<p>Essential</p> <ul style="list-style-type: none"> • Innovative, creative and able to effectively deliver new initiatives • Ambitious, highly motivated with a proven record of success • Approachable, friendly, and trustworthy • Strong understanding of current regulations and guidelines, including food hygiene and health & safety • Knowledge of specialised aspects of catering such as diets, food allergies, halal • Ability to work independently and to own initiative • Presentation, communication and delivery skills. • Valid UK Driving License and vehicle <p>Desirable</p> <ul style="list-style-type: none"> • Awareness of good financial recording / bookkeeping practice • Evidence of commitment to professional development • Good IT skills • Willingness to work unsociable hours • Experience of influencing and managing change/transformation in the workplace

MAIN RESPONSIBILITIES:

- Overall responsibility for ensuring a high standard of catering provision across all Trust schools offering both high quality standards and efficient financial performance.
- Ensure effective engagement with customers to ensure effective provision across all catering services: Breakfast, break, lunch, hospitality, events, or similar.
- Ensure high standards in presentation of food, point of sale displays and layout in line with commercial retail operations such as cafes/coffee shops.
- Develop regular innovative and engaging promotions and food choices to encourage greater engagement and uptake of catering services.
- Promote healthy eating and healthy food choices in alignment with government standards and guidelines.
- Efficient financial management of all school sites with the aim of all at least breaking even/close to breaking even.
- Ensuring effective procurement practices across all schools to facilitate financial efficiencies.
- Calculation and recording of accurate gross profit margins and sales volumes for all menu items, thereby enabling accurate analysis of profitability.
- Ensure all School Catering Managers follow effective systems for the safe collection, recording, storage, and banking of money collected (where appropriate) through tills, vending machines or revaluation machines.
- Maintain accurate and effective accounting systems, ensuring all School Catering Managers complete financial administration to required standards and timescales.
- Ensure compliance with all statutory food hygiene and health and safety guidelines, effectively completing all associated compliance and administration.
- Effective management or oversight of all personnel issues in line with Trust policies, including the completion of annual Performance Management procedures.
- Effectively work with Heads of School/Headteachers to ensure alignment of provision with school cost and quality standards.
- Organisation and provision of relevant and appropriate on-site training for all catering staff, reviewing training needs on an appropriate ongoing basis and ensuring on-site training records are kept up to date.
- Development of menus and menu choices in accordance with student/staff demand and in alignment with statutory school meal standards and Trust aims.
- Ensure all School Catering Managers effectively manage and report repairs, ensuring these are satisfactorily completed to statutory/required standards.

- Monitoring levels of food/stock wastage across all schools to ensure financial efficiency and menu choices in alignment with customer needs
- Any other responsibilities reasonably associated with the role.

TRUST OVERVIEW

The Diamond Learning Partnership Trust works collaboratively with its Headteachers and Senior Leadership Teams; empowering them to develop and embed strategies that will produce the best outcomes for the children in their individual schools. With an outstanding education, every child has the freedom to choose their own future.

The Diamond Learning Partnership Trust is a charitable multi-academy trust. We are extremely proud of the success of our pupils and staff, and we work hard to achieve the highest level of support, teaching and resources in an outstanding environment. This success is underpinned by the support of parents and carers who work hard with the Trust and their children to achieve the highest possible standards.

Since our Trust was formed in 2012, The Diamond Learning Partnership Trust has grown in a considered and gradual way. Now, we are a family of 15 schools across Cambridgeshire, Peterborough and Royston, serving over 4,000 children and young people and 650 staff. We are always interested to talk to schools, and MATs that share our vision and values to join the DLPT family.

The aim of The Diamond Learning Partnership Trust is to create schools where every child achieves the highest possible standards through a relentless focus on high quality teaching and learning.

As a Trust we work with partners across the sector to seek out, develop, implement and share best practice. We believe passionately in sector led improvement and embrace world class systems, maximise sharing of resources, expertise, knowledge and opportunity within the Diamond family and beyond.

In addition to a candidate's ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:

1. Motivation to work with children and young people
2. Ability to form and maintain appropriate relationships and personal boundaries with children and young people

3. Emotional resilience in working with challenging behaviours; and,
4. Attitudes to use of authority and maintaining discipline.

Any relevant issues arising from a short-listed candidate's references will be taken up at interview.