

Person Specification

**Job Title: Catering Manager**

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| **Qualifications** | **Essential** | **Desirable** |
| Food Hygiene Certificate. | ✓ |  |
| Willingness and ability to obtain and/or enhance qualifications and training and development in the post. | ✓ |  |
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| **Experience** |  |  |
| Experience of Managing a Team | ✓ |  |
| Experience of preparation and serving of food. | ✓ |  |
| Experience of working in a school environment. |  | ✓ |
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| **Skills** |  |  |
| Excellent communication and listening skills. | ✓ |  |
| Ability to respect and maintain confidentiality. | ✓ |  |
| Working knowledge of standard computer packages (word processing, email and spreadsheets. | ✓ |  |
| Good time management and organisation skills including ability to oversee the work of others. | ✓ |  |
| Ability to relate to students in a pleasant and sympathetic manner and to recognise potential child safeguarding issues. | ✓ |  |
| Understanding of School child safeguarding procedures. |  | ✓ |