Catchgate Community Primary School

**PERSON SPECIFICATION – CATERING MANAGER**

Grade 4 SCP 5-8 £19,312 - £20,493 pro rata

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|  | **Essential**  | **Desirable**  | **Method of assessment**  |
| **Qualifications**  | * Food safety certificate
* Food hygiene certificate
* CGSE / L2 or equivalent in Maths and English
* Knowledge of food hygiene standards
 | * Catering qualification
* First aid certificate
* Knowledge of School food standards
 | * Application form
* Certificates
* Interview
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| **Experience and Knowledge**  | * Catering / food production experience working in a kitchen environment
* Experience of ordering and managing stock
* Line management or team leading experience
* Knowledge of legislative requirements relating to the catering industry
* Knowledge of H&S Legislation and COSHH
 | * Leadership qualification
* Experience of working in a school
 | * Application form
* Interview
* References
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| **Skills and competencies**  | * Excellent communication skills, verbal and written
* Technical knowledge of food and menu preparation
* Good IT skills
* Ability to manage multiple tasks and prioritise workload to meet service times
* Foster and maintain positive relationships with pupils and staff
* Build and maintain relationships with suppliers
* Work in partnership with the Local Authority School’s Catering Team
* Commitment to safeguarding and welfare of all pupils
 | * Safeguarding qualification / in date training
 | * Application form
* Interview
* References
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| **Personal** **qualities**  | * Friendly and approachable
* Excellent organisational skills
* Good team player
* Reliable
* Patient
* Diplomatic
* Flexible
* Creative
* Resilient
* Ability to seek advice, willingness to respond to school needs and request from senior leaders
* High expectation of self and team members
 |  | * Application form
* Interview
* References
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