

**PERSON SPECIFICATION – CATERING MANAGER APPOINTMENT**

FACTOR	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
1. SKILLS, KNOWLEDGE AND APTITUDES	<ul style="list-style-type: none"> <li>• To be able to communicate effectively, both orally and in writing</li> <li>• Understands and can implement systems and procedures for effective monitoring and reporting</li> <li>• Able to quickly adjust plans to meet changing priorities</li> <li>• Strong planning and organisational skills including the ability to prioritise, multi-task and meet deadlines and targets</li> <li>• Able to build and maintain effective relationships at all levels</li> <li>• A thorough knowledge of food hygiene, allergens and health and safety systems and how to manage these efficiently and effectively</li> </ul>	<ul style="list-style-type: none"> <li>• Be aware of child protection regulations and referral processes.</li> </ul>	Interview Letter of application Application form
2. QUALIFICATIONS AND TRAINING	<ul style="list-style-type: none"> <li>• Candidates should have a broad and balanced education, to include Maths and English (GCSE grade C or equivalent)</li> <li>• CIEH Level 3 Food Safety Certificate</li> <li>• Evidence of continuing professional development</li> </ul>	<ul style="list-style-type: none"> <li>• Other relevant qualifications/training such as Manual Handling/COSHH</li> <li>• HACCP experience</li> </ul>	Application form Certification of qualifications Letter of application
3. EXPERIENCE	<ul style="list-style-type: none"> <li>• At least 3 years' relevant experience in a similar role</li> <li>• Proven effective line management of a team – ability to set targets and carry out staff appraisals, in order to maximise performance</li> <li>• Effective budgetary management and control – working to a set budget</li> <li>• A positive approach to menu planning and development of catering services</li> </ul>	<ul style="list-style-type: none"> <li>• Have previous experience of working in a similar school setting</li> </ul>	Application form Reference Letter of application Interview
4. DISPOSITION	<ul style="list-style-type: none"> <li>• Ability to support colleagues as part of a team and work on own initiative</li> <li>• To be caring, friendly, approachable, open, inclusive, welcoming and personable</li> <li>• To have a sense of humour.</li> <li>• To show commitment to equal opportunities.</li> </ul>		Reference Interview Letter of application
5. SPECIAL APTITUDES	<ul style="list-style-type: none"> <li>• Candidates should have a shared belief in the aims and ethos of our school.</li> <li>• Ability to respect and maintain confidential information</li> </ul>		Interview