



Person Specification: Assistant Catering Manager

	Essential	Desirable	Evidence
Catholic ethos	- Have knowledge and understanding of Christian faith. - Be comfortable working in a Catholic School.	Be a practising Catholic.	References Interview Application
Personal qualities	- Good basic education to GCSE level in literacy and numeracy, or the equivalent (Grade C or 4). - NVQ level 2 or 3 qualification in Catering qualification or the equivalent through knowledge and experience. - Level 2 or Level 3 Food Safety/Hygiene Certificate. - Have high standards in terms of attendance and punctuality. - IT literate (confident with office, email and digital stock/ordering systems). - Be positive, friendly and approachable. - Ability to deputise and run the kitchen in the absence of the Catering Manager. - Work independently and as part of a team. - Calm under pressure. - Maintains confidentiality and handle sensitive information in accordance with Data Protection rules. - Enthusiastic. - Be resilient and optimistic in order to manage day-to-day challenges in a busy school environment. - Take personal responsibility, demonstrate a readiness to reflect and self-evaluate and the ability to change, improve and develop. - Control raw materials and portions to recognised standards ensuring health & safety regulations are adhered to at all times. - Ability to adapt to a variety of situations. - Shows initiative. - Be committed to be able to actively demonstrate safeguarding and promoting the welfare of children. Demonstrate the ability to uphold public trust and confidence and maintain appropriate positive professional boundaries in relationships with both children and adults at all times.	- A range of higher qualifications in other GCSE subjects. - First Aid qualification. - HACCP and Allergen awareness certification.	References Interview Application
Experience	- Relevant experience in the catering industry for at least 2 years. - Experience supervising, training, and scheduling kitchen or front-of-house staff. - Stock control, ordering and basic financial or budgetary tracking.	- Willingness to participate in INSET days and attend courses for their own professional development. - Experience of working in a catering provision in a secondary school.	References Interview Application

I can do all things with the help of God who strengthens me
Philippians (4:13)