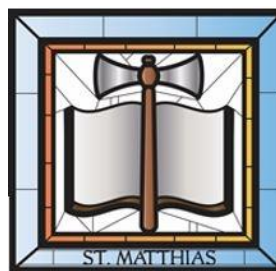


# St Matthias School



## Catering Development Manager / Chef

**Salary:** NJC Grade 5 LPP 12 – 16 (£29,093 – 32,654) full time or pro-rata to weeks worked

**Pensions:** Local Government pension scheme

**Hours:** 37hrs per week, indicatively from 7.30 am to 3.30 pm

**Contract type:** Permanent Full-Time 52 weeks **or** Term Time + 2 weeks

The successful candidate can opt to work during Term Time only but might be required to work for a determined period of time during the School holidays.

Some additional working hours outside of normal agreed hours may be required from time to time to support the service.

**Reporting to:** the Head of School Organisation and Resources / Senior Leadership Team

*We are seeking an experienced, and enthusiastic Catering Development Manager/Chief to lead our kitchen as we enter a new exciting phase of moving away from a catering service provider to running our service in-house.*

*You will be leading a team of 9 established catering assistants, working in a well organised and equipped kitchen.*

*This is a great opportunity to work with autonomy and shape the best service possible to offer our secondary school age children. This will play a vital role in nurturing their health and well-being.*

### **Key responsibilities:**

- Menu Planning: Develop balanced and nutritious menus that cater to the dietary needs of our diverse children.
- Team Management: Supervise and support kitchen staff to ensure a harmonious work and fast service environment.
- Food Safety Compliance: Maintain high standards of food hygiene and safety in accordance with regulations.
- Budget Management: Oversee stock ordering and manage the catering budget effectively.

- Event Catering: Organize special theme days and events that enhance the dining experience.
- To undertake other projects and tasks as may be necessary in relation to supporting the school wide approach to healthy food

### **Key skills:**

- Ideally trained to Level 3 Food Safety or equivalent.
- Previous experience in a kitchen environment is essential, preferably in a school environment
- Excellent organisation and record keeping skills, attention to detail, and ability to work in a fast paced environment
- A commitment to providing and promoting healthy food in a school setting.
- Supportive of our school's ethos and values.
- Ability to build effective working relationships with staff, pupils and other stakeholders

Our school is committed to safeguarding and promoting the welfare of children.

This post is subject to all necessary safeguarding checks this includes satisfactory references requested prior to interview, online searches, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications and of the right to work in the UK.

This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

**Closing date: 25<sup>th</sup> November 2024 – 9 am**

Applications are invited from suitably qualified/experienced candidates and should be submitted using the school's online application portal on our website.

**Contact us now to discuss the role in more detail or to visit us in school by email at [recruitment@st-matthias.com](mailto:recruitment@st-matthias.com)**

Website: [www.st-matthias.com](http://www.st-matthias.com)