



Mildmay Primary School

Job Description & Person Specification

Catering Manager

Job Title:	Catering Manager
Scale:	Scale 6, Point 12 – 17
Responsible to:	Headteacher
Responsible for:	Catering Assistants

Job Purpose:	Leads a variety of manual tasks associated with food production and food services in the school kitchen.
Duties & Responsibilities:	• Maintain a thorough and up-to-date knowledge of the catering industry and to take account of wider developments relevant to your work. • Alert appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved. • Use a range of appropriate strategies and follow Academy policies for behaviour management and kitchen management. • Lead the catering staff with preparation, cooking and service of food and beverages to the required standard. • Create and implement menu plans for mealtimes • Follow the menu and recipes agreed. • Take full responsibility for ordering all food and equipment required using the appropriate ordering systems. • Take responsibility for the catering budget and apply plate costs as appropriate. • Ensure catering budget is on track and apply savings where necessary. • Occasionally assist with special functions which may be outside of normal working hours. • Carry out cleaning duties within the kitchen and dining areas as required. • Follow sound hygiene practices. • Ensure that compliance and health and safety regulations are observed in working practices. • Lead the operation of control procedures as required. • Report immediately any accidents, fire, theft, loss, damage, or unfit food or other irregularities and take such action as may be appropriate or possible. • Follow agreed policies for communications in the school. • Take part in marketing and liaison activities such as Open Evenings, Parents/Carers Consultation Evenings, review days and liaison events with partner schools/colleges



	and to contribute to the development of effective subject links with external agencies. • Engage actively in the School's Performance Management review process. • Take responsibility for your own professional development within the context of the School's Continuing Professional Development Policy and use the outcomes to improve your tutoring and teaching and your students' learning. • Contribute to the process of School self-evaluation as it relates to School Improvement and Ofsted requirements, taking full account of quality standards and performance criteria. • Co-operate with colleagues to ensure a sharing and effective use of resources to benefit the Academy, department and students and inform the process of ordering and allocation of equipment and materials by assisting the team leader(s) in resource management. • Be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children and to report any concerns in accordance with the School's Safeguarding Policies. • Comply with the Academy's Health and Safety Policy and statutory requirement as detailed in the Health and Safety at Work manual. • Undertake any other duties not detailed above, commensurate with the level of the post.
General:	• Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with their line manager. • Comply with individual responsibilities, in accordance with the role, for health & safety in the workplace. • Comply with Data Protection Act 2018 and GDPR requirements in all working practices maintaining confidentiality, integrity, availability, accuracy, currency, and security of information as appropriate. Take personal responsibility for all personal data within own working environment. • Ensure that all duties and services provided are in accordance with the Trust's Equality & Diversity Policy. • Bridge Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All Staff are expected to confirm they have read and understood KCSIE part one, annually each September.

PERSON SPECIFICATION

Criteria	Qualities	Essential/ Desirable
Qualifications & Training	• Ensure that Health and Safety regulations are observed in working practices. • Committed to our Health and Safety policies and procedures. • Committed to safeguarding and promoting the welfare of children and young people. • First Aid Qualification.	E E E D



Knowledge & Experience	• General understanding of the operation of a school. • Recent experience of working in a school setting. • Experience in a catering role • Experience managing a team	E D E D
Skills and attributes	• Ability to maintain a high standard of personal and general cleanliness and hygiene. • Ability to exchange verbal information clearly with children and adults whilst understanding and supporting the differences in children and adults and respond appropriately. • Understand and implement the school's behavior management policy. • Leadership skills to support line management responsibilities.	E E E E
Personal qualities	• Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults. • Great teamwork and organisational skills. • Committed to equality and diversity.	E E E
Other	• Committed to equality and diversity. • Commitment to own continuous personal and professional development. • Committed to our Health and Safety policies and procedures. • Compliance to Data Protection Act 2018 and GDPR principles/ requirements. • Committed to safeguarding and promoting the welfare of children and young people.	E E E E E

The duties above are neither exclusive nor exhaustive and the post holder may be required to carry out appropriate duties within the context of the job, skills, and grade. This job description will be reviewed periodically and may be subject to amendment or modification at any time after consultation with the postholder.

Last updated September 2026.