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| Organisation: | Watergrove Trust |
| Section: | Associate Staff |
| Location: | Wardle Academy - OL12 9RD - Required to work across the Trust to develop and support the catering service. |
| Job Title: | Catering Manager |
| Hours: | 36.25 hours, term time only plus 2 weeks |
| Grade: | Grade 9 |
| Grade Range: | FTE £32,910 - £35,745 Actual Salary £29,112 – £31,620 |
| Accountable to: | Chief Operating Officer, Headteacher, Deputy Head and Assistant Head. |
| Accountable for: | Day to day management of the Catering team at Wardle Academy. Oversee catering service across the Trust. |
| Special Conditions of Service: | <ul style="list-style-type: none">• All posts require satisfactory pre-employment checks including enhanced DBS clearance prior to appointment.• From time to time you may be expected to work outside normal working hours to participate in duties that are otherwise not indicated in your job description. (Example): Supporting Open Evenings and other out of hours academy events as and when required or to perform routine system upgrades and general maintenance.• A full driving licence and access to a vehicle with business insurance is required. |

Watergrove Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

PURPOSE AND OBJECTIVES OF THE ROLE

- To develop and maintain the provision of a high quality catering provision.
- Responsible for the operational efficiency of the catering service across the Trust, ensuring financial viability.
- Leadership and management of catering staff, ensuring that health and safety standards and regulations are adhered to.

Safeguarding

- Fulfil responsibilities and obligations in relation to the safeguarding of children.
- To adhere to the Academy Trust rules and regulations relating to the use of IT, e-mail and intranet/internet access.

Health/Safety/Welfare

- Responsibility for the safety and welfare of self, colleagues and students in accordance with the Health and Safety Policies of Watergrove Trust, and current legislation.

Relationships (not exhaustive)

Headteacher
 Senior Leadership Team
 Colleagues
 Teaching Staff
 Associate Staff
 Students
 Parents
 Visitors
 Contractors
 Governors /Trustees

Organisational Chart

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|--------------------------------|
| Chief Operating Officer |
| Headteacher |
| Deputy Head |
| Assistant Head |
| Catering Manager |
| Catering Assistant |

Values and Behaviours

Our mission is to be ever **“Providing more”** to the communities we serve, to enable life in all its fullness. Our Trust is enabled by a mutual interdependency within which we will always:

- Coach
- Challenge
- Innovate

Watergrove Trust has high expectations of its pupils and staff and we expect our employees to be aware of, and apply these values and behaviours at all times.



Responsibilities

The postholder must:

- Perform his/her duties in accordance with the Equal Opportunities Policy.
- Ensure that the Trust's commitment to public service orientation and care of our customers is provided.
- Be able to render regular and efficient service to undertake the duties of this post.

Principal Duties

- To develop and deliver a strategic plan for the future of catering at the Trust
- To prepare annual catering budgets and meet or exceed budget targets, making efficient and effective use of sources.
- To produce cost/sales analysis as required and lead on the development and implementation of effective pricing strategies
- To work with the Trust, academies and Students to increase student meal uptake, through successful implementation of the strategic plan
- To oversee food production including menu planning, food preparation, portion control, presentation and service to the highest standards including planning and supervising the preparation and cooking of meals
- To ensure all catering operations are conducted according to appropriate food safety policies and procedures
- To ensure staff receive the training and support they need to fulfil their roles safely and effectively.
- To take overall responsibility for the ordering of ingredients and other catering supplies.

Operational

- To liaise with the catering teams to ensure the provision of appropriate menu choices and a consistently high quality of service for students, staff and visitors
- To manage all aspects of production and presentation of service, having regard for delivering acceptable standards of health and safety, hygiene, nutritional value, allergen control, HACCP adherence and customer satisfaction
- To develop and review an ongoing delivery of 'on trend' innovative food choices, undertake surveys and collect customer satisfaction ratings to inform future planning.
- To manage and oversee food purchasing procedures, including complete regular supplier quality audit
- To manage catering for Trust/academy functions and meetings as well as for lettings
- To oversee and assist with preparation and service of food as necessary
- Manage catering stock minimising waste by good storage and stock rotation and carry out regular stock checks

Health and Safety

- Ensure adherence to all procedures related to Health and Safety and COSHH regulations regarding food, equipment, materials and general safety
- Adhere to the Trust's Health and Safety Policy, and accident reporting procedure
- Ensure the safe operation of kitchen equipment across the Trust



- Undertake, record and monitor regular risk assessments
- Ensure that all kitchen and dining areas across the Trust are clean and free from hazards and cleaning schedules are complied with
- Ensure that all catering staff across the Trust maintain high standards of cleanliness, personal hygiene and appearance

Financial

- To prepare and control the annual catering and related budgets, and actual-to budget costs across the Trust, to include monthly food, drink, consumables and cleaning materials
- To produce monthly analysis of accounts, including hospitality, non-food and labour costs
- To implement, maintain and revise all necessary records, systems and procedures to ensure the security and control of assets, resources and stock

Human Resources

- To be responsible for the management, direction and control of all catering staff
- To establish effective communication and relationships with the catering teams across the Trust
- To ensure compliance with all relevant Trust/academy policies relating to employment
- To ensure that all catering staff hold the relevant qualifications and have regular training updates in relation to their role
- To identify and determine appropriate staffing levels and performance standards
- To ensure that processes are in place to enable the recruitment, induction, training and appraisal of all catering staff

Standard Duties

- To understand the importance of inclusion, equality and diversity, both when working with pupils and with colleagues, and to promote equal opportunities for all.
- To uphold and promote the values and the ethos of the academy.
- To implement and uphold the policies, procedures and codes of practice of the academy, including relating to customer care, finance, data protection, ICT, health & safety, anti bullying and safeguarding/child protection.
- To take a pro-active approach to health and safety, working with others in the academy to minimise and mitigate potential hazards and risks, and actively contribute to the security of the academy, e.g. challenging a stranger on the premises.
- To oversee the health and safety related to the management of examinations, including the production and review of risk assessments.
- To participate and engage with workplace learning and development opportunities to continually improve own performance and that of the team/academy.
- To ensure that the academy complies with data protection legislation.
- To attend and participate in relevant meetings as appropriate.
- To undertake any other additional duties commensurate with the grade of the post.

Secondary Duties

- Uphold the professional standards expected of every member of Trust staff in all dealings with



colleagues, students, parents / carers and the wider community and adhere to the principles expressed in the aims of the Trust

- To participate in programmes of training as a trainee and when required as a trainer facilitator. Actively contribute to the continued development of the Trust by attending training, participating in relevant meetings, and putting forward ideas for improvement. To demonstrate a commitment to self-review and professional development.
- Be aware of and comply with policies and procedures relating to child protection, health & safety and security, confidentiality and data protection, reporting all concerns as appropriate
- To demonstrate unconditional positive regard to all at all times.
- To support and participate in team working across the Trust, including working within other areas/academies as required in the light of operational needs of the Trust and to facilitate the career development of the post holder.
- To undertake duties as part of the team rota - To act as a team member and undertake general office duties as and when required to support the overall service delivery to the academies, students and families. Be a positive, collaborative team member.
- To undertake such other duties and responsibilities of an equivalent nature commensurate with the level of responsibility that may be allocated periodically, as may be determined from time to time by the Headteacher (or nominated representative) in consultation with the postholder (and if he/she so wishes, with his/her Trade Union representative).
- The postholder's duties must at all times be carried out in compliance with the Trust's Equal Opportunities Policy and other policies designed to protect employees or service users from harassment.
 - a) Take reasonable care of the health and safety of self, other persons and resources whilst at work.
 - b) Cooperate with management of the trust as far as is necessary to enable the responsibilities placed upon the trust under the Health and Safety at Work Act to be performed, e.g. operate safe working practices including both mental and physical wellbeing.
 - c) It is the duty of the postholder not to act in a prejudicial or discriminatory manner towards employees. The postholder should also counteract such practice or behaviour by challenging or reporting it.
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- To attend and participate in meetings as required.
- Play a full part in the life of the Academy community, supporting our ethos and values encouraging staff and students to follow this example.
- Support the Academy & the Trust in meeting our legal requirements for worship.
- Actively promote the Academy & Watergrove Trust corporate policies.
- Any other activity commensurate with the role as directed by the Headteacher or their designate.

Job Description Prepared by: _____ Date: _____

Postholder Signature: _____ Date: _____

This job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the post holder.





Watergrove Trust Person Specification

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| Organisation : | Watergrove Trust | Post: | Catering Manager |
| Section : | Associate Staff | Grade: | Grade 9 |

Note to Applicants:

Essential Criteria (E) are the qualifications, experience, skills or knowledge that you MUST SHOW YOU HAVE to be considered for the job.

There are a range of methods by which this information can be obtained. The '*How Identified*' column illustrates how the Trust will obtain the necessary information about you.

For example: Where **(AF)** is indicated next to an *Essential Criteria* you MUST include details relating to this aspect in your **Application Form**. You must include examples from either paid or voluntary work. Do not leave gaps in employment.

Watergrove Trust is committed to safeguarding and promoting the welfare of children and young people and expects staff to share this commitment.

| Criteria | Essential (E) or Desirable (D) | How Identified: AF Application Form I Interview |
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| Qualifications | | |
| Relevant Hospitality and Catering Qualification | E | AF, I |
| Supervising Food Safety Level 3 (minimum) | E | AF, I |
| Candidates must have a good standard of literacy and numeracy | E | AF, I |
| First Aid Qualification | D | AF, I |
| Hospitality and Catering Qualification HND or higher | D | AF, I |
| Knowledge Skills and Experience | | |
| Experience of managing a catering service and successfully leading a team of staff in a high volume food production outlet | E | AF, I |
| A commercial approach, devising initiatives to improve the service | E | AF, I |
| Managing budgets | E | AF, I |
| Managing HACCP systems and COSHH | E | AF, I |
| Allergen management and control | E | AF, I |



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| Manual handling procedures | E | AF, I |
| Biometric EPOS till systems | D | AF, I |
| Working within an academy / school | D | AF, I |
| Computer literacy | E | AF, I |
| Forward planning and strategic thinking | E | AF, I |
| Work independently using own initiative | E | AF, I |
| Excellent interpersonal and customer facing skills and the ability to maintain professionalism, display patience, resilience and politeness within a pressurised environment | E | AF, I |
| Excellent organisational skills, including planning and time management | E | AF, I |
| Resourcefulness and the ability to multitask and prioritise | E | AF, I |
| Understanding of the importance of safeguarding/child protection when working in a academy setting | E | AF, I |
| Sound knowledge and understanding of academy food guidelines and food safety legislation | E | AF, I |
| Knowledge and understanding of health and safety requirements | E | AF, I |
| Special Working Conditions | | |
| The ability and willingness to work additional hours as and when required | E | AF, I |
| The ability to be flexible in fulfilling contractual hours | E | AF, I |
| To be physically fit and able to undertake manual work | E | AF, I |
| A full driving licence and access to a vehicle with business insurance is required. | E | AF, I |

