



Notley High & Braintree Sixth Form

Job Description & Person Specification

Catering Manager

Job Title:	Catering Manager
Scale:	Scale 7
Responsible to:	PA to Headteacher
Responsible for:	Catering Assistants and Deputy Catering Manager

Job Purpose:	To lead and manage the school's catering service, ensuring the provision of nutritious, high-quality meals ensuring compliance with food safety and health regulations, creating a safe and efficient for all pupils and staff.
Duties & Responsibilities:	Meal planning and provision • Oversee the provision of high-quality school meals in line with government guidelines and legislation on school nutrition standards. • Plan varied and nutritious menus in advance. • Negotiate best-value contracts with authorised suppliers to ensure the cost effectiveness of the catering service. • Manage food stocks to prevent shortages or excess supply and adhere to the catering budget. • Cater to special dietary requirements and ensure that allergy information is effectively communicated and labelled. Staff management • Supervise and deploy catering staff and midday supervisors to ensure efficiency and high-quality food provision. • Prepare and manage the duty rota, delegate tasks appropriately to staff, and ensure the smooth running of the team. • Carry out performance management duties and make sure all staff in the team have relevant, required training. • Promote morale and wellbeing among the catering staff. • Assist in the recruitment and selection of catering staff. • Carry out induction and training for new staff members. Health and Safety • Ensure compliance with school catering standards legislation and the school's food safety policy, health and safety policy, and allergens policy. • Ensure that the kitchen and dining area are kept clean and hygienic. • Ensure that kitchen equipment is used safely and according to operating manuals.



	• Ensure that kitchen and catering equipment is maintained according to the maintenance schedule. • Arrange for all necessary repairs to be carried out to ensure the safe running of kitchen equipment and remove any faulty equipment pending repairs. Where repair or replacement exceeds the agreed budget, discuss this with school business manager/bursar/CFO. • Ensure that catering staff are adhering to proper hygiene procedures, including wearing the correct uniform. • Record all accidents and incidents.
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	GCSEs or equivalent at least C/4 grade in English & Maths.	E
	Level 3 Food Safety (or NVQ equivalent).	E
Knowledge & Experience	Knowledge of catering within schools or educational environments, including the importance of providing nutritious, balanced meals for students.	E
	In-depth understanding of food hygiene regulations, allergen management, and compliance with government standards, such as school food guidelines.	D
	Proven experience managing budgets, controlling costs, and ensuring efficiency without compromising quality.	E
	Experience leading and mentoring a diverse team in a school or similar environment.	E
	Familiarity with planning menus that accommodate dietary requirements, cultural diversity, and nutritional standards for children and young people.	E



Skills and attributes	Ability to inspire, guide, and train staff to maintain high performance and standards.	E
	Efficiently manage resources, schedules, and tasks to ensure smooth daily operations.	E
	Clear and effective communication skills to liaise with school leadership, parents, staff, and suppliers.	E
	Proactive in addressing issues, such as food shortages, equipment failures, or staff challenges.	E
	Capable of adjusting to the dynamic needs of an educational environment, including changing school schedules or events.	
Personal qualities	Genuine commitment to promoting healthy eating habits and ensuring the well-being of students.	D
	Considerate and compassionate approach towards the dietary and cultural needs of students and staff.	D
	Punctual, dependable, and focused on maintaining a positive reputation for the catering service.	D
	Innovative in creating appealing and nutritious meals that students enjoy.	D
	Ability to work effectively in a fast-paced environment, maintaining composure during busy meal periods.	D
Other	Committed to equality and diversity.	E
	Commitment to own continuous personal and professional development.	E
	Committed to our Health and Safety policies and procedures.	E
	Compliance to Data Protection Act 2018 and GDPR principles/ requirements.	E
	Committed to safeguarding and promoting the welfare of children and young people.	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 March 2025.