



The West Bridgford School



Catering Manager Application Pack



Loughborough Road
West Bridgford
Nottingham
NG2 7FA

Tel: 0115 9744488
Email: adminoffice@wbs.school
Website: www.wbs.school
Mr T Peacock B.Sc (Hons)
Head Teacher

The West Bridgford School

10th March 2023

Dear Applicant

Re: Catering Manager

Thank you for your interest in the above post. The Governors are seeking to appoint a Catering Manager, this is a permanent post.

Enclosed with this letter are the following:

- Copy of the Advertisement
- Job Description

Applicants should return the application form (CV's are not acceptable), with a letter of application, by 12-noon on Monday 27th March 2023.

Thank you for your interest in The West Bridgford School and we look forward to receiving your application.

Yours sincerely

Staff Services Department

EAST MIDLANDS EDUCATION TRUST, A COMPANY LIMITED BY GUARANTEE.

REGISTERED IN ENGLAND AND WALES. COMPANY NO. 7530373 REGISTERED OFFICE: LOUGHBOROUGH ROAD, WEST BRIDGFORD, NOTTINGHAM
NG2 7FA

The West Bridgford School

Loughborough Road, West Bridgford, Nottingham, NG2

7FA Head Teacher: Mr T Peacock

Tel: 0115 9744488

Email: recruitment@emet.uk.com

Secondary Roll: 1749 including 418 in Post-16

Part of the East Midlands Education Trust



Catering Manager

37 hours per week- Term Time Plus 5 Days

Hours of Work: 6.00am – 2.00pm

SO1, Points 23 – 25, £30,151 to £32,020 (Pro-rata)

(Actual Pro-rata salary £26,710 - £28,366)

The West Bridgford School requires a suitably qualified person who will be responsible for the management of the school's Canteen Facilities. To provide an efficient day to day service and effective management of a busy team. The school requires a Catering Manager who is able to provide meals to students that are balanced, nutritional and cost effective. The Catering Manager would be responsible for the environmental standards at all times and be the point of contact for repairs and additional hospitality requirements within the school.

The successful candidate will have to meet the requirements of the person specification in order to be offered the post and will be subject to an enhanced DBS check. The school is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment. We welcome applications regardless of age, gender, ethnicity or religion.

For further information, and an application pack, please visit our web site at www.emet.academy/vacancies or email recruitment@emet.uk.com

Only applications submitted on the school's application form will be considered. We do not accept applications through recruitment agencies.

Closing date for applications is at 12-noon, Monday 27th March 2023

JOB DESCRIPTION Catering Manager

Grade:	SO1 scale point 23 - 25
Salary:	£30,151 to £32,020 (Pro-rata) - (Actual Pro-rata salary £26,710 - £28,366)
Responsible to:	Services Manager
Hours of work:	37 Hours per week, Term time (Plus 5 days)
Other information:	Appointments made are subject to the receipt of satisfactory references, and Enhanced DBS check.

The West Bridgford School is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment.

Duties and Responsibilities

- To line manage a team of Senior Catering Assistants and Catering Assistants, including responsibility for staff appraisals for those employees, leading team meetings, servicing those meetings and ensuring procedures are written up and adhered to.
- To manage the cashless payment system.
- To abide by GDPR regulations.
- To ensure a high level of customer service to Management, Students and Staff.
- To manage and create rotas and strategies for covering staff absences.
- To manage food orders, stock control and the catering budget.
- Monthly stock taking
- To manage the preparation of menu's with hands on approach.
- To maintain training and development of the catering staff.
- Promote the catering service as a business and ensure that hospitality requests are dealt with in a timely manner and appropriate to the need of the school.
- Menu preparation, taking into account allergy and religious requirements and labelling of food items appropriately. Ensuring that the meals are balanced and varied.
- Ensuring that the working area is clean and serviceable at all times. Ensuring that the area meets the standards of the Environmental Health Officer.

Other

1. To meet and negotiate with suppliers and ensure best quality for the best price.
2. To report any breakdowns in a timely manner to the appropriate service/team.

3. To meet with the Services Manager regularly. Discuss any extra catering events as and if they arise.

Undertaking any other duties which may reasonably be regarded as within the confines of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.

Signed:

Dated:

PERSON SPECIFICATION
Catering Manager

<u>Qualifications/training</u>	
Food Hygiene qualification	Essential

<u>Experience</u>	
Experience in the management of a catering team	Essential
Knowledge of meal plans and healthy options	Desirable
Knowledge and understanding of school cashless payment systems	Desirable
Knowledge and understanding of Health and Safety legislation and Food Hygiene regulations	Essential

<u>Skills</u>	
Good organisation skills	Essential
Good record-keeping skills	Essential
Good keyboard skills and ability to use a variety of school software packages	Desirable
Good communication and telephone skills	Essential
Ability to process information and meet deadlines required by the school	Essential

<u>Qualities</u>	
Suitable for work with children	Essential
A commitment to being part of, and contributing to, a team.	Essential
Enthusiasm for working with children of all ages	Essential
Willingness to continue learning and developing the role to meet the changing needs of the school	Essential
Accuracy and attention to detail	Essential
Flexible	Essential