



Person Specification for Catering Manager

1. Qualifications and Experience	Essential	Desirable
Relevant qualifications to NVQ Level 3	✓	
Ensure the operational efficiency, planning, preparation and presentation of food and beverages to the required standard within the budget limitations as agreed with the school management.	✓	
Extensive knowledge of personnel management, hygiene and health and safety.	✓	
Knowledge of First Aid	✓	
General understanding of the operation of a school		✓
Ability to maintain a high standard of personal and general cleanliness and hygiene to comply with statutory and school regulations	✓	
Reading and writing skills	✓	
Ability to count and undertake calculations	✓	
Ability to use kitchen and cleaning equipment	✓	
2. Communication	Essential	Desirable
Ability to write menus and reports	✓	
Listening Skills	✓	
Ability to exchange verbal information clearly with children and adults	✓	
Use initiative to overcome communication barriers with children and adults	✓	
Ability to consult effectively with children and adults	✓	
3. Working with children	Essential	Desirable
Understand and implement the school's behaviour management policy		✓
Understand and support the differences in children and adults and respond appropriately	✓	
Understanding of the learning experience provided by the school		✓

Basic understanding of the way in which children develop		✓
Understand the importance of physical and emotional wellbeing	✓	
4. Working with others	Essential	Desirable
Understand the role of others working in the school		✓
Ability to build open and honest relationships	✓	
Work effectively as part of a team	✓	
Ability to work independently	✓	
Know when and how to seek support	✓	
Know when and how to hand over control	✓	
Knowledge of own position within a team environment and the boundaries which apply	✓	
Ability to provide timely and accurate information	✓	
5. Responsibilities	Essential	Desirable
Excellent organisational skills	✓	
Ability to manage and support the work of others	✓	
Ability to manage own time effectively	✓	
Demonstrate creativity and an ability to resolve problems independently	✓	
6. General	Essential	Desirable
Demonstrate a commitment to equality	✓	
Good understanding of Health & Safety	✓	
Understand and implement child protection procedures		✓
Understand procedures and legislation relating to confidentiality	✓	
Be prepared to develop and learn in the role	✓	