



School Catering Manager

Hours: 37 hours per week, term time plus 1 week
(to include cleaning days in the summer holidays and key inset days)

H8 FTE £32,076 - £34,834 + Fringe

Approximate actual salary £27,440 - £29,799 + Fringe

Start date: September 2024

We are seeking an experienced Catering Manager to oversee the kitchen in our secondary school of 1180 students.

The successful applicant must have experience of working in a kitchen environment and will be responsible for planning a balanced, nutritious menu; organising theme days; ordering; stock and budget management; line manage the kitchen staff and ensure compliance with food standards and food hygiene regulations.

Presdales School is a single sex comprehensive school in Ware for girls aged 11-18, with boys welcomed into the Sixth Form. We are a school which values all students, irrespective of their age and ability and helps them to exceed expectations through high quality teaching and learning and the opportunity to take part in a wide variety of activities which will enrich their educational and personal development beyond the classroom.

We provide a caring environment where all students are supported, as well as challenged, to ensure that there is

no limit to their potential. We prepare our students for a world that is constantly changing by encouraging them to be independent learners who are determined, confident and who never give up.

Alongside academic excellence there is a strong focus on enjoyment, excellent behaviour and respect for all.

The school is committed to safeguarding and promoting the welfare of young people and expects staff to share this commitment. All posts are subject to a safer recruitment process which includes enhanced criminal records and barring checks, scrutiny of employment history, referencing and other vetting checks, including online searches.

Closing date for applications:

9.00am, Monday 8th July 2024

Please submit:

- **A letter of application, no more than two sides of A4, outlining how you meet the person specification**
- **A completed application form (available on the school website)**

Presdales School is committed to ensuring inclusion, diversity and equality of opportunity. We welcome applications from all suitable candidates and encourage those from underrepresented groups, and/ or with protected characteristics, to apply.

You can post your application to the school, or send by email to:

recruitment@presdales.herts.sch.uk

Please note that CVs will not be accepted. Prospective applicants are welcome to visit the school prior to the application process. Please contact the Head's PA at the above email address if you wish to arrange a visit.





Job Description

School Catering Manager

Job Purpose

To oversee the kitchen in our secondary school of 1180 students. You will prepare, cook and present food which meets our high catering standards and will lead and inspire the catering team. You will maintain high levels of food preparation and cleanliness across all food areas, ensuring an excellent catering service is provided.

Main areas of responsibility to include:

- To have experience of mass catering within a busy kitchen environment.
- Planning menus that are varied, healthy and in-budget in order to ensure the take-up remains high.
- To be in charge of the whole ordering process including stock taking duties.
- Budgetary control of the costs for the meals produced in the kitchen so the candidate must be confident in their ability to monitor the pricing and ordering process.
- Training, supervising and motivating a team of staff.
- Organising staff rotas and duties to ensure an effective department and a fair distribution of workload.
- Ensuring that the kitchen environment meets the requirements of environmental health to ensure we retain our excellent rating.
- Have a working knowledge of HSE regulations and to ensure that they are strictly adhered to within the kitchen working environment.
- To ensure that all accidents that do occur are recorded, with correct procedures followed including the reporting of such incidents to the relevant people within the organisation.
- Regular meetings with the School Business Manager to monitor levels of take-up, quality of meals, wastage and budgetary control.
- Oversee the annual deep clean of the kitchen area as well as arranging the servicing of the equipment
- Organising the provision of refreshments as and when requested for meetings.
- To contribute to the school's sustainability program to ensure that the kitchen is in line with the ethos of the school.

Other responsibilities:

- To be responsible for your own continuing self-development, undertaking training as appropriate.
- Work towards and support the school vision and the current school objectives outlined in the School Improvement Plan
- Support and contribute to the school's responsibility for safeguarding students
- Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors
- Work within the school's Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues
- Engage actively in the performance review process
- Adhere to school policies
- Undertake any other reasonable duties required

Whilst this job description is current, and every effort has been made to explain the main duties and responsibilities of the post, each individual task may not have been identified. Employees will be expected to comply, following consultation, with any reasonable request from the Headteacher to carry out tasks and duties that are of a similar level, but not specified in the job description.