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| **Employee Specification Form** | | **Post Number** | |  | |
| **Job Title** | | Catering Manager | |
| **Department** | | Heswall Primary School | |
| **Prepared by and date** | | September 2025 | |
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| **Essential Personal Attributes** | Stage Identified | | **Desirable Personal Attributes** | | Stage Identified |
| **Qualifications and Training**   * Catering qualification/training or willingness to undertake. * GCSE/Equivalent | Application form | | * Food Safety/Hygiene Certificate 3/4 * Appropriate safeguarding qualifications | | Application form |
| **Experience**   * Prior Catering experience – professionally or voluntary including experience of preparing food for large groups of people whether at home or in community activities * Promoting high quality catering and service. | Application form/Letter/ Interview | | * Experience of catering in a school setting. * Managing other kitchen staff | | Application form |
| **Knowledge and skills**   * Knowledge of how to promote sustainable and high quality food * In depth knowledge of food safety regulations and best practices e.g. environmental health, allergens etc. * Knowledge of school catering food standards and how to apply them * Excellent catering skills to create exciting and enjoyable food * Ability to adapt recipes and create dishes that will appeal to primary school pupils, including those with special dietary requirements or cultural and religious preferences. * Excellent organisational and time management skills, to manage multiple tasks efficiently. * Ability to meet production timings and deadlines, through effective time planning and kitchen delegation. * Ability to pace yourself, during physically demanding work. * Competent IT skills. * Team management skills. * Ability to work as part of a whole school team with proven communication skills. | Application form and interview | | * Ability to market and present food, related displays and signage in an exciting and appealing manner to the primary school market. * Committed to the values and ethos of the school. | | Application form and Interview |
| **Special Requirements**   * Position subject to enhanced DBS clearance and social media checks. * Cheerful disposition with a focus on outstanding customer care. * You must have an ‘I can do’ approach * Reliable and punctual, with a strong work ethic and attention to detail. | Letter/ Interview | |  | |  |