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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 |  |  |