

## Employee Specification Form

|                             |                        |
|-----------------------------|------------------------|
| <b>Post Number</b>          |                        |
| <b>Job Title</b>            | Catering Manager       |
| <b>Department</b>           | Heswall Primary School |
| <b>Prepared by and date</b> | September 2025         |

| Essential Personal Attributes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Stage Identified                  | Desirable Personal Attributes                                                                                                                                                                                                                  | Stage Identified               |
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| <b>Qualifications and Training</b> <ul style="list-style-type: none"> <li>Catering qualification/training or willingness to undertake.</li> <li>GCSE/Equivalent</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Application form                  | <ul style="list-style-type: none"> <li>Food Safety/Hygiene Certificate 3/4</li> <li>Appropriate safeguarding qualifications</li> </ul>                                                                                                         | Application form               |
| <b>Experience</b> <ul style="list-style-type: none"> <li>Prior Catering experience – professionally or voluntary including experience of preparing food for large groups of people whether at home or in community activities</li> <li>Promoting high quality catering and service.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Application form/Letter/Interview | <ul style="list-style-type: none"> <li>Experience of catering in a school setting.</li> <li>Managing other kitchen staff</li> </ul>                                                                                                            | Application form               |
| <b>Knowledge and skills</b> <ul style="list-style-type: none"> <li>Knowledge of how to promote sustainable and high quality food</li> <li>In depth knowledge of food safety regulations and best practices e.g. environmental health, allergens etc.</li> <li>Knowledge of school catering food standards and how to apply them</li> <li>Excellent catering skills to create exciting and enjoyable food</li> <li>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.</li> <li>Excellent organisational and time management skills, to manage multiple tasks efficiently.</li> <li>Ability to meet production timings and deadlines, through effective time planning and kitchen delegation.</li> <li>Ability to pace yourself, during physically demanding work.</li> <li>Competent IT skills.</li> <li>Team management skills.</li> <li>Ability to work as part of a whole school team with proven communication skills.</li> </ul> | Application form and interview    | <ul style="list-style-type: none"> <li>Ability to market and present food, related displays and signage in an exciting and appealing manner to the primary school market.</li> <li>Committed to the values and ethos of the school.</li> </ul> | Application form and Interview |
| <b>Special Requirements</b> <ul style="list-style-type: none"> <li>Position subject to enhanced DBS clearance and social media checks.</li> <li>Cheerful disposition with a focus on outstanding customer care.</li> <li>You must have an 'I can do' approach</li> <li>Reliable and punctual, with a strong work ethic and attention to detail.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Letter/Interview                  |                                                                                                                                                                                                                                                |                                |

