

# Job Description

## Position Details

<b>Position:</b>	Food in Schools Officer
<b>Directorate:</b>	Children, Young People & Families
<b>Service:</b>	Catering
<b>Position no:</b>	BG18349
<b>Grade:</b>	Scale 5 (£29,540 - £32,597 per annum)
<b>Hours of work:</b>	37 hours per week, 52 weeks of the year
<b>Work style:</b>	Permanent
<b>DBS required:</b>	Enhanced Disclosure with Child Barred List
<b>Contact:</b>	Amanda Baird 07814 645181 / Angela Meredith 07807 585117
<b>Date:</b>	November 2025

**Politically Restricted?**    Yes\*    No

\* The position is politically restricted within the provisions of the Local Government and Housing Act 1989 as prescribed in the Local Government Officers (Political Restrictions) Regulations 1990

## About the Position

**Reporting to:** Assistant Team Leaders - Catering

**Responsible for:** The Officer will support the Welsh Government's updated school standards by assisting the Assistant Team Leader and Dietician with special diets and working with parents to make necessary adjustments for students with disabilities. The role focuses on improving school meals for efficiency, resilience and nutrition and driving lasting positive change through building knowledge, skills and confidence in others.

## Principal Accountabilities

1. To help analyse school meals menus, adjust and change menus and recipes to work toward or achieve compliance with updated standards for school food and sustainability goals.
2. Assist the Assistant Team Leader and the Dietician in implementing suitable modifications for pupils with special dietary requirements, collaborating as necessary with parents, schools and relevant healthcare professionals.
3. Support the creation and implementation of a staff training plan for catering to pupils with autism, with clear outcomes.
4. Promote school meals uptake and pupil engagement through cooking demonstrations, tastings and organised activities.

5. Consult pupils, School Council Link Teachers, and youth groups on food and drink matters to ensure student input is central to all decisions.
6. Prepare reports and provide management information as required.
7. Support healthy eating campaigns and events to promote sustainable habits in the school community.
8. Assist with catering requests and any special dietary requirements.

### **General Accountabilities**

1. To comply with the Council's Policy Statement on Health, Safety and Welfare at Work.
2. To positively promote the Council's Strategic Equality Plan and ensure commitment to anti-discriminatory practice.
3. To demonstrate a commitment to ongoing personal development.
4. To adhere to data protection principles whilst undertaking your duties.
5. To be responsible for undertaking your duties in a way that safeguards and promotes the welfare of children, young people and adults at risk. You must bring issues of concern regarding the safety and welfare of children, young people and adults at risk to the attention of the Safeguarding Officer in your service as soon as you become aware of them.
6. Undertake other duties that may be required of you, commensurate of your grade or general level of responsibility within the organisation.

This job description sets out the main responsibilities of the position at the date it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility.

# Person Specification

Requirements	Essential (E) / Desirable (D)	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
<b>Qualifications</b>		
Degree or equivalent in health promotion, nutrition or a relevant field	E	A
Food Safety Level 3	E	A
Level 3 Allergen Management in Catering	D	A
NVQ Level 1&2 in Catering OR City & Guilds 706/1 & 706/2	E	A
<b>Experience</b>		
Experience of working in a relevant field	E	A - PP
Proven track record in Project Management	E	A - PP
Experience of working with children and young people	E	A - PP
Working in partnership with organisations relevant to health improvement and establishing new initiatives	E	I
Background in Community involvement/development	D	A - I
Experience of working with schools	D	A - I
<b>Knowledge / Skills</b>		
Understanding the ethos of healthy eating in schools	E	I - PP
Basic knowledge of allergens and allergen management	E	I
Background knowledge of Food in Schools regulations	D	I
Excellent written, verbal and interpersonal skills	E	I
IT literate including use of Excel and the setting up and maintaining of accurate data bases/records	E	A
Ability to work as a team member and independently	E	I
Able to communicate with a wide range of audiences and backgrounds	E	I
Ability to organise and effectively manage own time	E	I
Able to plan, prioritise and manage workload independently	E	I
Effective presentation skills	E	I
Previous experience of using nutritional analysis software	D	I
<b>Personal Attributes</b>		
Enthusiastic and flexible and able to adapt to changing circumstances.	E	I
Full driving licence and daily use of a car for work purposes	E	A
<b>Special Working Conditions / Requirements</b>		



<b>Minimum Welsh Language Skill Requirements</b> (Indicated with a tick (✓) below)	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Welsh Language Skills Level 0. Level 1-5 is desirable. Training is optional.	✓
Welsh Language Skills Level 1 Entry / Courtesy (as a minimum) are desirable and need to be learnt when appointed. Training required: "Welcome Part 1 & 2" (10 hours in total)	
Welsh Language Skills Level 1 Entry / Courtesy (as a minimum) are essential. Training required: "Welcome Part 1 & 2" and "Welcome Back Part 1 & 2" (20 hours in total).	

For further information on the above please refer to the [Welsh Language Skills Guidelines](#)

Welsh language skills requirements beyond the minimum stated above e.g. fluent speaker / proficient writer will be outlined within the person specification under qualifications and skills.

### Personal Competencies

All competencies are regarded as essential, although it is recognised that some may be achieved over a period of time. All employees are expected to continually develop their competencies in line with the appropriate framework. In addition to those assessed as part of the recruitment process, competencies will be assessed during the probationary period and through the Council's performance coaching scheme.

Competencies – Delivering the Service	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Plans ahead, organises work in advance	PP
Involves line manager / colleagues in setting and meeting targets	PP
Reorganises work when necessary	I – PP
Sees tasks through to completion whenever possible	PP
Seeks help if workload becomes unmanageable	PP
Uses initiative to report issues that arise that impact on others	PP

Competencies – Improvement and Change	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Is prepared to try new things & feedback results	PP
Understands that changes are needed if things are to be improved	PP
Finds new and creative ways of doing things better	A – PP
Actively seeks to develop own skills and knowledge	PP
Learns from mistakes & welcomes constructive feedback	PP

Competencies – Providing Excellent Customer Service	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Recognises the importance of high standards of customer service	I – PP
Is committed to providing an excellent service to all the citizens of Blaenau Gwent	A – PP
Understands the links between own professionalism and the possible impact on the Authority's image	I – PP
Has a professional attitude that sets an example to colleagues	PP
Takes pride in own work and that of colleagues	PP
Is respectful, courteous and helpful at all times	PP

Competencies – Team working	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Reacts constructively to others' suggestions and requests	I – PP
Recognises potential value of others' opinions and actively seeks their contributions	A – PP
Asks for help when necessary	PP
Actively seeks to help others	PP
Is aware of the impact of own behaviour on others	PP

Competencies – Communicating	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Adapts content and style to help others understand	PP
Makes sure that people are regularly informed	PP
Uses appropriate language, gestures and tone when talking with others	I – PP
Checks others have understood & seeks advice when necessary	A – PP
Actively seeks to improve all forms of communication with others	I – PP
Communicates professionally by using formal channels appropriate to the situation	PP

To find out more about working for Blaenau Gwent County Borough Council, visit [www.blaenau-gwent.gov.uk](http://www.blaenau-gwent.gov.uk)