

Employee Specification Form

Post Number	
Job Title	Catering Manager
Department	Pensby High School
Prepared by and date	March 2026

Important - Study "Explanatory Notes" printed overleaf before completing form

Essential Personal Attributes	Stage Identified	Desirable Personal Attributes	Stage Identified
Qualifications <ul style="list-style-type: none"> C&G 706/1-2, 707/1-2 or NVQ level 3 or equivalent Very good interpersonal and customer care skills Food Safety/Hygiene Certificate Level 3 or the ability to take within 6 months 	Application Form	<ul style="list-style-type: none"> HND or similar qualification in catering management Food Safety/Hygiene Certificate Level 4 	Application Form
Experience <ul style="list-style-type: none"> Experience of catering in secondary or primary functions e.g. B&I, education or high street Experience of growing sales through delivering a quality service Experience of managing a team of more than 3 people 	Application Form	<ul style="list-style-type: none"> High standard craft experience, e.g. hotels & restaurants, or typical 150% margin food outlet Experience of introducing a new service offer within an existing role and growing that service offer Conference and Banqueting Experience Experience of managing more than one location/site 	Application Form
Knowledge and Skills <ul style="list-style-type: none"> Ability to control raw materials and portions to the school's standards. Excellent craft skills, scratch cooking to create exciting and enjoyable food. Ability to adapt traditional recipes and dishes to appeal to students. Ability to meet production timings and deadlines by controlling am production and effective time planning and kitchen delegation. Basic IT skills (use of word, excel and PowerPoint) Marketing Skills to develop and grow all areas of the catering service – main dining, hospitality, evening functions. Ability to introduce a business plan Excellent people management skills to train and develop the catering team. Ability to communicate and empathise with parents and carers Ability to hold cookery sessions with students and/or parents 	Application Form And Interview	<ul style="list-style-type: none"> Ability to market and present food, related displays and signage in an exciting and appealing manner to the secondary school market Ability to produce an annual marketing calendars for the catering services and the ability to deliver the promotions and targets identified on the marketing calendar. 	Application Form And Interview
Special Requirements <ul style="list-style-type: none"> Position subject to DBS clearance Position subject to references 	Interview		