



Astrea Academy Trust

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Role Profile

Catering Manager

Atlas Primary Academy

ROLE SPECIFICATION

Academy / Department	Atlas Primary Academy
Post title	Catering Manager
Responsible to	Operations Manager
Full time Salary	£29,540 - £31,537 FTE
Pro-Rata Actual Salary	Pro rata - £ 21,483 - £22,935
Working Pattern	Part time, Permanent
Working Hours	8am-2pm Monday - Friday
Line Management Responsibility	Yes

ROLE SUMMARY

Catering Managers lead teams of Cooks and Catering Assistants. They are responsible for running the day-to-day catering operations and services in School. Catering Managers are responsible for monitoring the quality of the food and service and for making sure that their outlets perform well. The most important part of the job is achieving good quality food, maintaining high standards of hygiene and customer satisfaction whilst working within a budget.

Key Responsibilities and Duties:

- ★ Planning menus in consultation with the central catering team.
- ★ Ordering produce and supplies.
- ★ Training, managing and motivating permanent and temporary staff.
- ★ Organising rotas and ensuring adequate staffing levels at all times
- ★ Ensuring that health and safety regulations are strictly observed and recorded.
- ★ Monitoring and improving the quality of the product and service provided whilst reducing waste where possible .
- ★ Keeping to budgets and maintaining financial, administrative and HACCP records.
- ★ Ensuring the kitchen is operating within budget.
- ★ Enhancing our food offering to deliver the healthiest and most delicious meals possible
- ★ Conducting performance reviews and supporting staff with professional development

PERSON SPECIFICATION

	Essential	Desirable
Education and Training		
Recent experience of working in professional kitchens	•	
Professional catering qualification		•
Food Hygiene Qualification		•
Possess a strong foundation in Mathematics & English to effectively perform the duties associated with this	•	

position		
Experience		
Experience of preparing fresh food	•	
Similar catering role experience	•	
Experience of leading, motivating, and supervising a catering team	•	
Knowledge		
Knowledge of food, food hygiene (including hazard analysis and critical control points and food safety)	•	
Professional Skills		
Continuously looking for ways to improve service and efficiency	•	
Excellent communication and interpersonal skills	•	
Strong organisational and time management skills	•	
Good decision-making skills within a high-pressure environment	•	
Ability to manage a diverse environment with a focus on customer service	•	
Delegates tasks effectively and supports staff development	•	
Excellent attention to detail	•	
Strong leadership and motivational skills including the ability to build strong relationships with students and staff	•	
Excellent team working skills	•	
Personal Qualities		
Proactive approach to planning work and achieving deadlines	•	
Able to work independently and as part of a team	•	
Welcome challenges and flexible and adaptable to the needs of the trust	•	
Commitment to Diversity, Equity and Inclusion	•	
Builds positive relationships across the school community	•	

THIRD PARTY CHECK

Is this role subject to the following checks?

Disclosure Barring Service Enhanced Check (DBS)	Yes
Section 128 (S128) check	Yes
Is this role a Senior Leadership Role with management responsibility	

for the academy?

APPLICATION PROCESS

Due to the Education sector requirements and that we must comply with Keeping Children Safe in Education (KCSIE) an application form must be completed. We are unable to accept a CV as form of application. We recognise that our application forms are comprehensive. If you have any difficulties completing, please do contact recruitment@astreaacademytrust.org