



Job Description:

Trust Catering Manager

Keystone Academy Trust – including seven schools within Lincolnshire

Based across Long Sutton County Primary School and Bourne Westfield Primary Academy kitchens.

Expectation to visit all trust school sites periodically.

Grade G9 scale points 24 to 27

Reports to: Chief Operations Manager

Purpose of job:

To lead, manage and deliver a high quality, safe, compliant and financially sustainable catering service across academies within the Trust, ensuring that food provision meets statutory School Food Standards, food safety and allergen legislation, and supports pupils' health and wellbeing in nursery and primary settings.

Main Tasks and Responsibilities:

Statutory Compliance and Food Safety:

- Ensure full compliance with the **Requirements for School Food Regulations 2014** and associated **School Food Standards**, which are mandatory for academies.
- Maintain and implement an effective **Food Safety Management System (FSMS)** based on **HACCP principles**, ensuring safe food preparation, storage and service at all times.
- Ensure compliance with the **Food Safety Act 1990** and all associated food hygiene regulations applicable to school catering operations.
- Prepare for and respond to **Environmental Health Officer (EHO)** inspections and Food Hygiene Rating Scheme assessments.
- Conduct internal audits periodically and arrange external audits as required

Allergen and Medical Diet Management:

- Implement robust allergen controls in line with the Food Information Regulations 2014, Natasha's Law and Benedict's Law ensuring accurate allergen information is available for all food served and that catering staff are trained in allergen awareness and emergency response.

- Work in partnership with school leaders, parents and health professionals to safely manage pupils' medical diets and food allergies, making reasonable adjustments as required by law.

Menu Planning and Food Quality

- Plan and deliver nutritious, balanced and appealing menus that fully meet School Food Standards and promote healthy eating behaviours.
- Liaise with pupils to deliver menus which are enticing and popular to promote good take up.
- Ensure menus reflect cultural, religious and medical needs of pupils and support inclusivity across the trust.
- Monitor food quality, portion control, presentation and waste reduction to ensure consistency and value for money.
- Monitor School Food Standard compliance, food quality, portion control, waste, deliveries and uptake of meals with third party food providers for schools not served by trust kitchens.
- Work with schools on theme days and special menus that reflect curriculum requirements.
- Monitor stock management in trust kitchens.

Financial and Contract Management

- Manage catering budgets effectively, ensuring cost control, accurate forecasting, break even finances and best value procurement of food and supplies.
- Monitor income, meal uptake and expenditure, providing reports to school and trust leaders as required.
- Oversee supplier relationships, ensuring compliance with food safety, allergen and quality standards and adherence to KPIs.
- Manage capital budget for asset replacement.

Health and Safety

- Ensure compliance with relevant health and safety legislation and trust policies in all catering operations.
- Conduct and maintain risk assessments including but not limited to; kitchen safety, equipment, manual handling, allergens and cleaning regimes.
- Coordinate health surveillance as required.

Management/Supervision of People:

- Lead, recruit, manage and develop catering staff across designated academies, ensuring appropriate food hygiene, allergen and health & safety training is in place and implemented.

- Ensure staffing levels and rotas meet operational needs, within staffing budgets.
- Support wellbeing and professional development within the catering teams.
- Promote a positive food culture aligned with the trust's values and ethos.
- Provide short term staff absence cover as required.

Creativity and Innovation:

- This role will be subject to many conflicting priorities and time constraints, but this would not hinder the overall completion of the task.
- Postholder will have input into the revision of working practices, policies and procedures.
- Working within policies and procedures, the postholder will have opportunity to be creative in achievement of projects and tasks.
- Postholder will have a proactive approach to the role, seeking opportunities to improve processes and procedures and ensuring any potential issues are raised with the COM and CFO before they have an impact on trust operations.

Contacts and Relationships:

Contact with and building professional relationships with CEO, CFO, COM, H&S Officer, Headteachers, Administrators and other staff across the trust as well as suppliers and contractors. Occasional contact with parents and pupils.

Decisions:

Strategic decisions are made after consultation with the Senior Leadership Teams.

a. Discretion

Confidentiality to be strictly maintained in line with policies and procedures.

b. Consequences

Confidentiality is essential to maintain the integrity of the trust.

Resources:

General office equipment needed to carry out tasks, such as PC/laptop.

Work Environment:

a. Work Demands

The post is subject to interruptions, tasks are interchangeable and interruption would not impact on the overall program of tasks.

b. Physical Demands

There may be prolonged periods of working on a computer.

c. Working Conditions

Well-lit/ventilated office/kitchen environment. There will be occasional travel to other schools within the trust.

d. Work Context

Regular contact with CEO, COM, CFO, H&S Officer, Headteachers, employees of the school and other outside bodies.

Some contact with parents/carers and children on non-contentious matters. The postholder may have limited exposure to abuse/aggression from pupils, parents and carers.

General:

Other duties

The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post.

Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.

Equal Opportunities

The postholder is required to carry out the duties in accordance with Trust Equal Opportunities policies.

All trust staff have a responsibility to safeguard and promote the welfare of children and young people within the trust.