

SUPPORT STAFF: JOB DESCRIPTION & PERSON SPECIFICATION

Position Title	Trust Catering Lead
Reporting to	Trust Estates Lead
Hours	37 hours per week for 52 weeks per year
Grade/Point Range	F/ 24 to 28

This job description is not a comprehensive definition of the post. Discussions will take place on a regular basis to clarify individual responsibilities within the general framework and character of the post as identified below.

Job Purpose:

- To proactively manage the catering provision for all schools in the Trust delivering high quality meals which comply with all applicable food standards, laws, and legislation.
- To lead, manage and deploy a team of catering staff to ensure the efficient organisation of the catering provision.
- Based at Okehampton College as part of the Trusts central team, the role will involve visiting our production kitchens and fed schools on a regular basis as part of the role.

Main Duties and Responsibilities:

- Provide strategic and operational leadership for all catering functions across the Trust
- Ensure that every pupil has access to healthy, appealing, and compliant school meals, while delivering a service that is cost-effective, safe, and aligned with our values.
- Ensure that all areas of catering adhere to the statutory requirements and are compliant with Food Safety Legislation, Allergen Legislation including Natasha's Law, Health and Safety Legislation, HACCP and COSHH.
- Maintain accurate and timely records.
- Oversee the management of all aspects of the food delivery process including hospitality and events.
- Manage the production of menus and prices working with the teams to ensure that the students receive high quality, healthy and nutritional meals which are cost effective and affordable.
- Ensure that all specific dietary needs have been met and are fully bespoke for individual students with a fully inclusive menu providing allergy information on all food sold from labelled packaging.
- Develop innovative and engaging promotions and theme days with food choices to encourage greater engagement and uptake of catering services.
- Ensure systems are in place for the completion of stock audits.
- Provide operational support to the schools and in the absence of key colleagues and identify where training is required.
- Monitor KPI's and financial results.
- Ensure good working relationships with all stakeholders.
- Manage all In House catering staff including training, recruitment, sickness, and absence.
- Oversee and manage third party catering contracts for schools in the trust.
- Provide relevant reporting and action plans.
- Strive to increase the uptake of meals across all schools.
- Be able to travel between all schools in the Trust.

- Ensure that all schools provide an outstanding catering experience to all students, staff, and visitors.
- Demonstrate a real commitment to continuous professional development keeping up to date with trends and developments with the food/catering industry.
- Learn from the best of effective practice in other Trusts and use this knowledge to develop provision for DMAT schools.
- Identify and utilise existing expertise from within the Trust to support schools as needed.
- To work with colleagues and others to maintain health, safety, and welfare within the working environment.

Data Protection / General Data Protection Regulations Compliance

The Privacy Notice sets our general principles in relation to Data Protection and the General Data Protection Regulations. You should also abide all Trust policies relating to the use of data including but not limited to:

- Acceptable Use Policy
- Records Retention Policy
- Personal Data Breach Procedure
- Employee Code of Conduct
- E-safety Policy
- Social Media Policy
- Use of Personal Devices Policy

Our Privacy Notice for Employees explains how we use your personal data.

You should note that a duty of confidentiality applies to all personal data seen prior to the first day of employment.



Person Specification:

CRITERIA	ESSENTIAL	DESIRABLE
Professional Qualifications and Learning	<ul style="list-style-type: none"> • 5 GCSEs at grade C/4 and above, or equivalent; Including English & Maths • Level 3 Food Safety in Catering • Level 3 Health & Safety in the Workplace • City & Guilds / National Diploma 	<ul style="list-style-type: none"> • Level 4 / Advanced Food Safety in Catering • Management qualification
Experience	<ul style="list-style-type: none"> • Proven operational managing teams in multi-site catering operations including HR and Performance Management • Previous experience of menu development, planning and procurement and stock taking • Experience of staff development and training • Strong people manager and leader with excellent communication skills • Strong financial management skills with experience of budget compilation and presentation • Good knowledge of Health and Safety, Hygiene regulations, HACCP, RIDDOR COSHH and all legislation relating to the Catering Industry 	<ul style="list-style-type: none"> • Experience in a school or educational setting • Experience within a Multi-Academy Trust Structure
Skills	<ul style="list-style-type: none"> • Innovative, creative, and able to effectively deliver new initiatives • Strong IT skills • Highly motivated with a proven track record of success • Approachable, friendly, and trustworthy • Strong understanding of current regulation and guidelines including food hygiene and health and safety • Ability to work independently and to own initiative • Excellent customer service skills • Full valid and clean driving licence 	<ul style="list-style-type: none"> • Good Knowledge and previous experience with writing and implementing catering risk assessments • Excellent knowledge of school food standards



<p>Personal Qualities</p>	<ul style="list-style-type: none"> • Commitment to the Trust's Equal Opportunities Policy • Embodies the Trust's vision and values • Resilient and able to work to deadlines • Well organised • Able to work off own initiative • Ability to work and contribute to the team • Willingness to work flexibly when required, across the Trust • Displays understanding & commitment to the protection and safeguarding of children and young people 	<ul style="list-style-type: none"> • Committed to personal and professional development.
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Dartmoor Multi Academy Trust is an equal opportunity employer.

All schools in The Dartmoor Multi Academy Trust are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

You will have undertaken an Enhanced Disclosure via the Disclosure Barring Service (DBS).

Signed.....

Dated.....