



# Wimbledon College

## JOB DESCRIPTION

|                         |                                                                                                                                                                         |
|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Post:</b>            | Catering Manager (In house)                                                                                                                                             |
| <b>Contract:</b>        | Permanent (subject to a 6-month probationary period)                                                                                                                    |
| <b>Salary:</b>          | SO1 SCP 23-25                                                                                                                                                           |
| <b>Hours:</b>           | 35 hours per week, 6:00 AM to 2:00 PM (7 hours per day plus unpaid break), 40 weeks per year (Term-Time + 2 weeks for deep cleaning/ planning/ hospitality/ inset days) |
| <b>Line Manager:</b>    | Facilities Manager/School Business Leader                                                                                                                               |
| <b>Responsible For:</b> | Deputy Catering Manager and Catering Assistants, (Team of 10 staff)                                                                                                     |
| <b>Location:</b>        | Wimbledon College, Edge Hill, London SW19 4NS                                                                                                                           |

## JOB PURPOSE

To lead, manage, and develop Wimbledon College's in-house catering service, ensuring the cost-effective delivery of high-quality, nutritious meals for up to 1,000 covers daily (across breakfast, mid-morning break, and lunch).

The post-holder will lead a kitchen team of 10, ensure strict statutory compliance, maximise the efficiency of the Live Register cashless system, and maintain robust financial and stock management. Operating with a strong commitment to sustainability, the Catering Manager will uphold the Jesuit community ethos of the College while ensuring seamless integration with wider trust structures as the school evolves.

## MAIN DUTIES

### Service Delivery & Menu Planning

1. Design and implement seasonal, innovative, and balanced menus compliant with government School Food Standards.
2. Direct the daily preparation, cooking, and presentation of all breakfast, break-time, lunch, and school hospitality services.
3. Manage the safe preparation of dietary requirements for students with severe allergies, medical needs, or religious and lifestyle choices.
4. Maintain a welcoming, efficient refectory environment, optimising queue management and point-of-sale security.

## **Team Leadership & Operations**

5. Directly line manage mentor and develop the Deputy Catering Manager and kitchen team (10 staff), overseeing recruitment, appraisals, and attendance.
6. Produce efficient staff rotas to ensure adequate kitchen coverage during prep, service, and clean-up times.
7. Oversee team induction and mandatory ongoing training in food hygiene, Health & Safety, COSHH, allergen management, and pupil safeguarding.
8. Foster a positive dining culture, collaborating with Pastoral Heads and Year Heads to manage student behaviour at service points effectively.

## **Financial Management, Procurement, Stock & Daily Ordering**

9. Manage the overall catering budget, achieving target food-cost percentages and maximising value for money.
10. Manage daily food and beverage ordering, supplier relations, and procurement frameworks, conducting emergency wholesaler visits when necessary to maintain service continuity.
11. Maintain rigorous stock control procedures, including physical stock counts, weekly variance reporting, and audits to prevent shrinkage or waste.
12. Maintain rigorous stock controls, regular stocktakes, and correct completion/submission of all financial returns to target dates.
13. Ensure complete transparency and adherence to school anti-fraud and financial integrity policies across all kitchen operations.
14. Maintain a rigorous Food Safety Management System based on HACCP principles to secure and maintain a 5-star Food Hygiene Rating.

## **Software & Sustainability**

15. Oversee the daily operation of the cashless catering platform (Live Register), monitoring biometric/card integration, minimising debt, and managing FSM data.
16. Work with the School Business Leader to ensure catering financial data integrates smoothly into central finance reporting systems.
17. Embody the Jesuit value of 'Cura Terra' by driving sustainability initiatives: eliminating single-use plastics, implementing food waste monitoring, and enhancing kitchen recycling.

## **Health, Safety & Compliance**

18. Maintain a Food Safety Management System based on HACCP principles to secure and hold a 5-star Food Hygiene Rating.
19. Ensure strict adherence to Natasha's Law regarding the labelling of all Pre-Packed for Direct Sale (PPDS) foods.

## **Supporting the School**

- Participate in relevant inset training, school meetings, and annual performance appraisal processes.
- Comply fully with all school policies regarding Child Protection, Safeguarding, Data Protection, and Health & Safety.
- Collaborate within the local authority and wider trust network to share best practices and resources

- To be aware of confidential issues linked to home/ pupil/ teacher/ schoolwork and to keep confidences appropriately.
- Undertake reasonable duties as directed by Line Managers or the Headteacher.

Hours are worked by pre planned agreement with line manager. 5 days per week, 7 hours per day (i.e. 6am to 2pm, with a one hour unpaid break between service times) subject to variance to allow for busy periods. The post holder will be expected to be flexible for busy periods and events, where Time Off in Lieu (TOIL) will be granted.

### Person Specification

| Criteria           | Essential                                                                                                                                                                                                                                                                                                                                                                                                                    | Desirable                                                                                                                                                                      |
|--------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Qualifications     | <ul style="list-style-type: none"> <li>• Level 3 Award in Food Safety in Catering (or equivalent).</li> <li>• Level 2 or higher in English and Mathematics.</li> </ul>                                                                                                                                                                                                                                                       | <ul style="list-style-type: none"> <li>• Level 4 Award in Managing Food Safety.</li> <li>• Professional cookery qualification (NVQ Level 3/City &amp; Guilds).</li> </ul>      |
| Experience         | <ul style="list-style-type: none"> <li>• Proven experience managing a high-volume catering operation (e.g., 800+ covers).</li> <li>• Demonstrated leadership experience managing, motivating, and developing a kitchen team.</li> <li>• Hands-on experience in budget management, stock auditing, and cost-control systems.</li> <li>• Experience implementing environmental or food-waste reduction initiatives.</li> </ul> | <ul style="list-style-type: none"> <li>• Experience working within centralised group/trust procurement structures.</li> <li>• Experience in an educational setting.</li> </ul> |
| Knowledge          | <ul style="list-style-type: none"> <li>• Deep understanding of HACCP, COSHH, and UK food safety law.</li> <li>• Full understanding of Natasha's Law and School Food Standards.</li> <li>• Understanding of variance auditing between POS reporting and physical stock inventory.</li> </ul>                                                                                                                                  | <ul style="list-style-type: none"> <li>• Operational experience using Live Register or similar cashless catering software.</li> </ul>                                          |
| Skills & Qualities | <ul style="list-style-type: none"> <li>• High integrity with strong financial accountability.</li> <li>• Excellent interpersonal and communication skills across pupils, staff, and leadership.</li> <li>• Valid UK driving licence and access to a vehicle (for emergency supplier visits).</li> <li>• Positive, resilient, and adaptable leadership style.</li> </ul>                                                      | <ul style="list-style-type: none"> <li>• Commitment to active involvement in wider school events and hospitality.</li> </ul>                                                   |