



**Job Description**

<b>Role</b>	<b>Catering Supervisor</b>	<b>School/Department</b>	Trust School
<b>Grade</b>	Grade 5, SP12	<b>Reports to</b>	Catering Manager
<b>Purpose</b>	Under the direction of the Catering Manager, prepare, cook and serve food and undertake associated catering duties to ensure a safe, efficient and high-quality catering service.		
<b>Scope</b>	<b>Staff responsibilities:</b>	<b>Financial Accountability:</b>	
	Line management responsibility for catering staff as required; staff group: catering staff. Cross-site across Maiden Erlegh Trust schools, with a primary base at a nominated site and flexibility to work at other locations as required.	No budgetary responsibility.	
<b>Key accountabilities</b>	Deliver a smooth, efficient and high-quality catering service for students and colleagues; ensure all food provision meets dietary and allergen requirements and complies with food safety standards; maintain high standards of hygiene, cleanliness and safety across all catering operations; supervise catering processes and staff to ensure consistent service delivery; maintain accurate kitchen and service records; support positive relationships across the Trust community to enable effective service delivery.		
<b>Relationships</b>	The postholder will build positive, professional relationships with a wide range of stakeholders, including Trust and school leaders, colleagues across Maiden Erlegh Trust, students, parents and carers, plus external partners. These relationships are central to creating a collaborative, supportive environment that enables shared success and strong outcomes for all.		
<b>Supporting Maiden Erlegh Trust</b>	The postholder may occasionally support other Maiden Erlegh Trust schools, promoting collaboration, professional growth, and the sharing of effective practice. This cross-Trust work provides opportunities to learn from colleagues, contribute to improvement initiatives, and strengthen our community.		
<b>Main duties and accountabilities</b>	<p><b>Teaching and Learning</b></p> <ul style="list-style-type: none"> <li>• Contribute to a positive school environment by supporting students' access to nutritious, safe and appropriate meals that meet dietary and allergen requirements to support student wellbeing and readiness to learn.</li> </ul>		



**Assessment**

- Maintain accurate kitchen and service records, including food preparation and service documentation, to support compliance and continuous improvement to ensure safe and consistent catering standards.

**Behaviour Management and Student Wellbeing**

- Provide a friendly and efficient catering service, promoting positive interactions with students and colleagues to contribute to a respectful and inclusive environment.
- Ensure all food provision supports dietary and allergy requirements and complies with relevant regulations to safeguard student health and wellbeing.

**Pastoral and Inclusion**

- Support inclusive catering practices by ensuring all students can access appropriate food options in line with dietary, cultural and medical needs to promote inclusion and equal access.

**Trust Culture**

- Maintain positive working relationships at all levels across the organisation to support effective service delivery
- Uphold Trust standards of hygiene, safety and professionalism at all times
- Undertake required training to comply with hygiene regulations and Trust standard.

**Other**

- Prepare, cook and serve food, including for transported services where required, in an efficient and professional manner
- Maintain high standards of personal hygiene, staff standards, kitchen hygiene and cleanliness of equipment and premises
- Control the full catering service process, including overseeing food preparation, service and kitchen operations
- Wash kitchen equipment and tableware and clean dining and kitchen areas and equipment
- Work offsite as required and operate independently where necessary, including lone working in smaller school settings
- Supervise other catering staff as required to ensure effective service delivery
- Ensure compliance with hygiene, health and safety requirements and take appropriate action where necessary
- Undertake any other duties commensurate with the role as required by the Trust



<b>Other requirements and responsibilities</b>	<p>The duties outlined in this job description are to be performed in accordance with the provisions of the latest School Teachers' Pay and Conditions Document as adopted by Maiden Erlegh Trust and may be modified by the Headteacher, with the postholder's agreement, to reflect changes in the role commensurate with the salary and job title.</p> <p>Enhanced DBS clearance is required.</p> <p>Enhanced DBS clearance required. The post-holder will be based at a nominated school and may be required to work at other Trust locations to provide cover.</p>

**Person Specification**

<b>Role</b>	Catering Supervisor	<b>School/Department</b>	Trust School
<b>Qualifications, training and education</b>	<ul style="list-style-type: none"> <li>• NVQ Level 2 or equivalent</li> <li>• Food Hygiene qualification</li> </ul>		
<b>Skills and abilities</b>	<p><b>Communication</b></p> <ul style="list-style-type: none"> <li>• Good interpersonal and communication skills to maintain effective working relationships across the Trust and support effective service delivery.</li> </ul> <p><b>Organisation and planning</b></p> <ul style="list-style-type: none"> <li>• Good organisational and planning skills, able to manage own time, prioritise workload and meet deadlines.</li> </ul> <p><b>Behaviour management</b></p> <ul style="list-style-type: none"> <li>• Ability to guide and support staff and act as a positive role model.</li> </ul> <p><b>Technical skills</b></p> <ul style="list-style-type: none"> <li>• Experience of food preparation within an educational setting or similar.</li> <li>• Knowledge of menu planning.</li> <li>• Ability to undertake supply ordering to a budget.</li> <li>• Knowledge of Health and Safety regulations and first aid</li> <li>• Knowledge and application of dietary and allergen requirements.</li> </ul>		



	<ul style="list-style-type: none"> <li>• Understanding and application of high standards of hygiene including personal hygiene, kitchen hygiene, and cleanliness of equipment and premises.</li> <li>• Ability to undertake moderate physical activity including lifting and standing for extended periods.</li> </ul> <p><b>Personal qualities</b></p> <ul style="list-style-type: none"> <li>• Reliability.</li> <li>• Tact, sensitivity and diplomacy.</li> <li>• Ability to maintain confidentiality.</li> <li>• Ability to contribute and work effectively as part of a team.</li> <li>• Proactive, flexible and adaptable approach to work.</li> <li>• Attention to detail.</li> <li>• Ability to show initiative and work independently as required.</li> <li>• Willingness to learn and develop personal skills.</li> <li>• A strong sense of responsibility and ownership.</li> </ul>
<p><b>Requirements specific to the role</b></p>	<ul style="list-style-type: none"> <li>• All staff and volunteers are expected to be committed to safeguarding, equality and promoting the welfare of children and young people.</li> <li>• To ensure awareness of local safeguarding policies and procedures and to report any concerns or information received as required.</li> <li>• Suitability to work with children.</li> <li>• Enhanced Disclosure and Barring Service (DBS) clearance is required.</li> <li>• Flexibility to work across different Trust sites where required.</li> </ul>

**Maiden Erlegh Trust retains the right to implement changes in job descriptions and person specifications to reflect changes in the demands of the post. Where this is necessary this will be done in consultation with you.**

<p><b>Signed:</b> Post holder</p>	
<p><b>Date:</b></p>	