



Astrea Academy Trust

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Role Profile

Catering Manager

Astrea Academy
Netherwood

ROLE SPECIFICATION

Academy / Department	Astrea Academy Netherwood
Post title	Catering Manager
Responsible to	Operations Manager
Full time Salary	£30,515 - £32,578
Pro-Rata Actual Salary	£27,615 - £29,481
Working Pattern	Term time plus 5 Training days plus 5 additional days – 40 weeks
Pension	Local Government Pension
Working Hours	37.5 hours per week
Line Management Responsibility	Yes

ROLE SUMMARY

Catering Managers are responsible for leading the kitchen team. They are also responsible for 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.

Main Duties and Responsibilities

A Catering Manager's main responsibilities and duties include:

- ★★ Cooking a variety of meals daily to accommodate all scholars, staff, and visitors.
- ★★ Planning menus in consultation with the central catering team.
- ★★ Ordering produce and supplies.
- ★★ Training, managing and motivating permanent and temporary staff.
- ★★ Organising staff Rota's to ensure all daily responsibilities are completed.
- ★★ Ensuring that health and safety regulations are strictly observed and recorded.
- ★★ Monitoring and improving the quality of the product and service provided.
- ★★ Keeping to budgets and maintaining financial, administrative and HACCP records.
- ★★ Ensuring the kitchen is operating within budget.
- ★★ Developing the offering to provide the healthiest and tastiest meals while remaining in budget.
- ★★ Ensuring all staff are performing well through regular 1-1 meetings.

The above duties are not exhaustive and the postholder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Senior Leadership Team.

PERSON SPECIFICATION

	Essential	Desirable
Education and Training		
Basic knowledge of food hygiene and preparation	•	
Any qualification in food preparation, hospitality or professional cookery		•
Willingness to complete mandatory in-house training and courses	•	
Experience		
Excellent organisational skills including the ability to multitask and organise workload.	•	
Great communication skills. Communicating effectively with different internal and external stakeholders.	•	
Has the ability to work to tight deadlines whilst paying excellent attention to detail.	•	
Excellent team working skills including communication and prioritisation.	•	
Helpful and positive approach to dealing with all stakeholders.	•	
Proactive approach to planning work and achieving deadlines.	•	
Able to work independently and as part of a team.	•	
Welcomes challenges and is flexible and adaptable to the needs of the trust.	•	
Experience preparing fresh food.	•	
Experience working in a similar chef's role.		•
Knowledge		
Having experience in different preparation methods of food items	•	
A knowledge of food health and safety regulations	•	
Able to work effectively in a team or on their own	•	
Personal Qualities		
Confident, enthusiastic and motivated with a passion for education	•	
Commitment to self-development and continual improvement	•	
Commitment to Diversity, Equality and Inclusion	•	
Able to adapt to changing circumstances and new ideas	•	

GENERAL RESPONSIBILITIES

- ★ Contribute to the overall aims of the Trust and Academy Improvement Plans.
- ★ Commitment to continual learning and development of skills.
- ★ Behave in a manner that is professional, friendly and fair demonstrating and role modelling politeness and respectfulness.

- ★ ★ Demonstrate an excellent record of attendance and punctuality.
- ★ ★ Be aware of and comply with Trust policies and procedures including but not exhaustive of:
 - Acceptable Use of IT Policy
 - Code of Conduct
 - Keeping Children Safe in Education (KCSIE 2024)
 - Child Protection and Safeguarding Policy
- ★ ★ Work cooperatively as part of the Trust wide staff team.
- ★ ★ This role profile is not exhaustive and undertaking other duties may be required.

THIRD PARTY CHECK

Is this role subject to the following checks?

Disclosure Barring Service Enhanced Check (DBS)	Yes
Section 128 (S128) check	No
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