**Person Specification**

**Catering Manager**

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| EDUCATION/QUALIFICATIONS | Essential | Desirable |
| Relevant catering qualifications to at least NVQ Level 3 | ✓ |  |
| First Aid Qualification |  | ✓ |
| Literacy skills to include reading and writing, the completion of basic forms and the ability to complete pricing calculations. | ✓ |  |
| KNOWLEDGE/EXPERIENCE |  |  |
| Ensure the operational efficiency, planning, preparation and presentation of food and beverages to the required standard within the budget limitations as agreed with the school management | ✓ |  |
| Ability to maintain a high standard of personal and general cleanliness and hygiene to comply with statutory and school regulations, including working knowledge of health and safety and food related regulations | ✓ |  |
| Knowledge of own position within a team environment and the boundaries which apply | ✓ |  |
| Ability to manage and support the work of others | ✓ |  |
| Understand and implement child protection procedures | ✓ |  |
| SKILLS, BEHAVIOURS AND QUALITIES |  |  |
| Ability to write menus and reports | ✓ |  |
| Good listening skills and an ability to exchange verbal information clearly with children and adults | ✓ |  |
| Use initiative to overcome communication barriers with children and adults | ✓ |  |
| Ability to consult with children and adults | ✓ |  |
| Ability to build open and honest relationships | ✓ |  |
| Work effectively as part of a team | ✓ |  |
| Ability to provide timely and accurate information | ✓ |  |
| Ability to manage own time effectively | ✓ |  |
| Demonstrate creativity and an ability to resolve problems independently, have good organisational skills | ✓ |  |
| Demonstrate a commitment to equality | ✓ |  |
| Be prepared to develop and learn in the role | ✓ |  |
| PERSONAL QUALITIES |  |  |
| Attend outside CPD at least once a year and internal CPD as and when required. |  | ✓ |
| Tactical thinking used day to day with regards to problem solving | ✓ |  |
| Proactive Approach |  | ✓ |
| Understand and support the differences in children and adults and respond appropriately. | ✓ |  |
| Knowledge of own position within a team environment and the boundaries which apply |  | ✓ |