**Northern Education Trust**

Post: Trust Catering Manager

**PERSON SPECIFICATION**

|  |  |  | **Assessed by:** |
| --- | --- | --- | --- |
| **No** | **Categories** | **Essential / Desirable** | **App Form** | **Interview / Task** |
| **QUALIFICATIONS** |
| 1. | A recognised Catering Management qualification or equivalent significant experience leading a catering function | E | ✓ |  |
| 2. | Food Hygiene qualification (willingness to work towards the advanced certificate) | E | ✓ |  |
| 3. | Health & Safety Qualification | D | ✓ |  |
| 4. | First aid qualification. | D | ✓ |  |
| **EXPERIENCE** |
| 5. | Substantial experience leading and working across a multi – site catering operation.  | E | ✓ | ✓ |
| 6. | Experience of service planning and delivery. | E | ✓ | ✓ |
| 7. | Experience of quality assurance reporting systems | E | ✓ | ✓ |
| 8. | Experience of leading and managing staff. | E | ✓ | ✓ |
| 9. | Experience of budget management  | E | ✓ | ✓ |
| 10. | Experience of change management  | E | ✓ | ✓ |
| 11. | Experience of creating and developing menus | E | ✓ | ✓ |
| 12. | Experience of providing on the job training to staff. | E | ✓ | ✓ |
| 13. | Experience of working in an educational setting. | D | ✓ |  |
| 14. | Experience of creating and developing menus inline with the school foods standards. | D | ✓ | ✓ |
| **ABILITIES, SKILLS AND KNOWLEDGE** |
| 15. | Knowledge of Health & Safety regulations relating to a catering function  | E | ✓ | ✓ |
| 16. | Excellent networking skills and the ability to communicate and forge relationships with stakeholders  | E | ✓ | ✓ |
| 17. | ICT literate with a working ability to use key IT software to present work to a high standard | E | ✓ |  |
| 18. | Excellent customer service skills and ability to respond quickly as circumstances dictate. | E | ✓ | ✓ |
| 19. | Excellent communication skills, both verbal and written | E | ✓ | ✓ |
| 20. | The ability to operate with absolute discretion and confidentiality at all times | E | ✓ | ✓ |
| 21. | Excellent organisational skills and time management including ability to multi task and manage a number of conflicting priorities | E | ✓ | ✓ |
| 22. | Knowledge of school responsibilities in respect of health and safety and food hygiene regulations. | D | ✓ | ✓ |
| 23. | Report writing skills | D | ✓ |  |
| **PERSONAL QUALITIES** |
| 24. | Ability to work as part of a team | E | ✓ | ✓ |
| 25. | Flexible approach and a strong work ethic.  | E | ✓ | ✓ |
| 26. | Commitment to support the Trust’s agenda for safeguarding, equality and diversity. | E | ✓ | ✓ |
| 27. | Ability to accept responsibility and use initiative  | E | ✓ | ✓ |
| 28. | Ability to demonstrate leadership qualities | E | ✓ | ✓ |
| 29. | A strong commitment to the Trust values and ethos. | E | ✓ | ✓ |
| 30. | Full current driving licence or access to a means of mobility support.  | E | ✓ |  |
| 31 | Ability to work outside of school /operational hours, where required to meet the needs of the Trust  | E |  |  |