

## **Job Description for Catering Department Administrator**

### **Role Specification**

**Post:** Catering Department Administrator

**Line Manager:** Catering Manager

### **Outline of the department**

The School has a core feeding policy and the Catering department's primary function is to prepare fresh food for all pupils and staff. In addition, the department supports the School with all internal hospitality, both at the main school site and the sports pavilion in Failand. This includes business meetings, leavers dinner, parent and alumni events which run during the normal day, evenings and weekends. The department has 35 team members, headed up by the Catering Manager, the team comprises a Head Chef/Kitchen Manager, 5 staff at the Failand kitchen, in the main kitchen there are 2 other chefs (plus one in training), 21 General Assistants (including 1 supervisor) and 3 staff in the sixth form kitchen.

### **Purpose of Job**

To assist the Catering Manager with the day to day running of the Catering Department office.

### **Duties and Responsibilities**

- Run the invoice processing from the various catering suppliers the School uses, to ensure that any queries or issues are raised and resolved in a timely manner
- Maintaining training records of the catering team, ensuring that all mandatory training is current and up to date
- Supporting the Catering Manager and Head Chef in the planning and preparation of the Catering Team annual training programme
- Processing all catering booking requests, including query resolution in liaison with the Catering Manager and the Head Chef
- Helping with departmental communications to improve liaison and collaborative working with other departments
- Helping in the processing of allergen information to ensure that all food produced on-site has up-to-date, accurate labelling
- Responding to all ad-hoc email queries, liaising with the Catering Manager and Head Chef as necessary
- Provide short notice cover for the General Catering Assistant team to help cover the lunch service period
- Any reasonable request made by the Catering Manager
- Conforming to the School's Code of Conduct
- Adherence to the School's safeguarding procedures

This job description is not necessarily a comprehensive definition of the post. It may be subject to modification or amendment at any time after consultation with the holder of the post.

## Key

L Assessed through application form, references, letter of application

I Assessed at interview

There are certain **essential criteria** that we would expect a candidate to possess.

Prior experience of working in a catering environment	L	
Prior experience of working in an administrative role	L	

The following list outlines the further qualities, skills and experiences that the selection panel will be keen to explore with candidates. It is understood by the panel and – we hope – by prospective candidates, that no single person will fulfil every criterion. We encourage candidates who do not “tick every box”, therefore, to apply nonetheless and to be open during the selection process about those areas in which they would wish to develop their skills and experience further.

Prior experience of working within a school	L	
Strong IT skills with good knowledge of Microsoft office suite including outlook, word and excel	L	I
Ability to multi-task and manage your own priorities and workload	L	I
A sense of humour and an optimistic, resilient style when faced with pressure	L	I
Ability to think systematically and solve problems	L	I
The ability to develop good working relationships with all members of the School community	L	
An enthusiastic and approachable nature		I
Be able to communicate well with children and young people and in particular be prepared to demonstrate: <ul style="list-style-type: none"><li>• Motivation to work with children and young people</li><li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people</li><li>• Emotional resilience in working with any challenging behaviour</li><li>• Professional attitudes to use of authority and maintaining discipline</li><li>• Understanding of safeguarding and promoting the welfare of young people</li></ul>	L	I

## **Hours and Benefits**

<b>Working hours</b>	12 hours per week over 3 days, Monday and Friday with one other day to be agreed 9.45 am to 2.15 pm (with a half hour unpaid lunch break), term-time only (36 weeks per annum).
<b>Salary</b>	The salary will dependent on relevant experience and technical expertise
<b>Pension</b>	The School will automatically enrol support staff in to a “Defined Contribution” pension scheme provided they meet certain eligibility criteria. Those choosing not to be a member of the Scheme may opt-out in accordance with the rules of the Scheme.
<b>Lunch</b>	School lunch is provided during term time.
<b>Education</b>	At present the School’s policy is to allow all eligible members of staff to educate their children at the school at concessionary rates, subjects to their children meeting the academic entry requirements and subject to a place being available.
<b>Car Parking</b>	No car parking is provided during term time

## **Application details**

To apply please visit our website, [employment opportunities section](#). On the role’s specific page there is a ‘Apply now’ button which will take you into the online application process

**The closing date for applications is Sunday 19 September 2021.**

**Interviews will be planned for shortly afterwards.**

***Bristol Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. In accordance with our Child Protection Policy we are unable to process applications without a fully completed application form. The post is exempt from the Rehabilitation of Offenders Act 1974. All convictions, cautions and bind-overs, including those regarded as ‘spent’ must be declared when applying. The applicant may post such a declaration in an envelope marked ‘Private & confidential for the Headmaster’ which will only be opened should the candidate be shortlisted. The successful applicant must obtain List 99 clearance and DBS (Disclosure and Barring Service) clearance at enhanced level.***