
Ludlow Junior School

Job Description

Ludlow Junior School

Salary range - £36,124 - £39,513 (actual salary £6,210 - £6,793 per annum)

Grade 8 SCP 26 – 30

Consolidated working time equivalent to 7.4 hrs/week – term time

Post Title : Catering Manager

Responsible to : School Business Manager

Purpose of the Role :

The Catering Manager will take responsibility for the overall operation of the facility including preparation, dining service, management of catering staff, ensuring that our 'customers' receive an exemplary standard of service. This will primarily be delivering lunchtime meals but also to cater for other events within school with a focus on building a cohesive community provision.

General Responsibilities :

- To contribute to the development of the School's vision for all aspects of Catering, making professional recommendations to the senior leadership team and being accountable for delivery of service by the Catering Team.
- Develop, implement and maintain a consistently high service and quality provision for our school and its community.
- To function as line and performance manager for the Catering Team, ensuring that the School remains compliant in all aspects of certification and training.
- To ensure that the School is fully prepared to meet OFSTED criteria and that it meets standards outlined by the Food Standards Agency and other related regulatory bodies.
- To provide appropriate and timely information to the Senior Leadership Team and Trustees.
- To support the Executive Head in ensuring that all staff understand and comply with the highest standards of confidentiality and professional conduct.

Specific Responsibilities :

- To lead, train and manage the School's Catering Team, ensuring that the kitchen runs smoothly, H & S requirements are always met, and that high standards of preparation and quality control are met.
- Flexibility during school closure periods, and normal hours of duty to ensure essential and necessary pre planning and ordering is in place to meet the demands.
- To advise the Senior Leadership Team and Trustees on matters relating to catering.

- To be a lead member of the team, developing an exciting and sustainable vision, and planning for all catering opportunities ensuring suitable resources are deployed, and demand met.

Kitchen, Servery and Dining Hall :

The Catering Manager will have operational responsibility for the management and maintenance of the kitchen, servery and dining hall of the School, with an aim;

- To take an active role in developing and implementing a Catering Development Plan, which secures delivery of an exemplary service to our pupils and school community.
- To provide advice and support to the operational team around menu development and service, value for money purchasing and resourcing, best practice within a junior age dining experience.
- To ensure that compliancy and legislation requirements are met.
- To manage external agencies and service providers delivering services to the School.
- Development, implementation, and monitoring of effective regimes for sanitisation and cleaning arrangements, which will involve partner working with our site lead, and may involve working through school closure periods and out of normal hours of duty.

Finance :

Responsibility to provide operational expertise in both the short term and long-term financial management in the form of a business plan with specific focus :

- To ensure that accurate and timely financial records are maintained and reported to the Business Manager.
- To propose all financial implications to the Business Manager and monitor and remain within agreed budgets.
- To ensure that the financial transactions in the School are carried out in an appropriate manner and that the financial regulations and policies are observed.
- To promote the School's activities and premises with the objective of maximising community support and income.
- To ensure that the School receives value for money regarding purchasing goods and services, ensuring that like for like alternatives are considered in relation to SLA's and support services.

Human Resources :

Support the Business Manager;

- To support the safer recruitment process for new members of staff and ensure the needs of the school are met, liaising with potential new candidates, balancing resources against the school budget.

- To identify, facilitate and deliver appropriate training, which may involve delivery during school closure periods, or normal hours of duty.
- To facilitate effective performance management to the catering team under the guidance of the Business Manager.

Administration and ICT :

The Catering Manager will have the following specific responsibilities:

- To manage the efficient and effective administration for all aspects of the catering department, including quality assurance and compliancy, ensuring that administration is fit for audit, under the guidance of the Business Manager.
- To ensure inventories of equipment and stock are maintained.
- To ensure all statutory returns are completed as appropriate.
- To ensure the efficient running of the Catering Department
- To work closely with the Finance Officer to ensure that systems and processes are followed to audit requirements for all purchasing.

Line Management Responsibilities :

The Catering Manager will be responsible for :

- Leading and managing the staffing operation of the Catering Team, leading to delivery of the service.
- Motivating and facilitating teamwork and good practice to achieve excellent standards of service delivery.
- Managing the absence and cover requirements for the Catering Team ensuring full delivery of the service.
- Monitoring the effectiveness of the Catering Team to meet the needs of the School.
- To undertake such other duties as may reasonably be requested by the Business Manager.

Other :

- To maintain own Continuing Professional Development by attending the necessary relevant courses, and maintain relevant certification for compliancy.

This job description may be amended at any time after discussion with you but in any case will be reviewed before January 2026

Debbie Rooke 18.11.2024