

**Responsibilities related to this post are:****Principal Duties:**

1. Assist in the development of, and subsequently implement, an Academy Catering Policy.
2. Provide leadership and management to the Catering Team and be responsible for their training, development and performance.
3. Ensure a high standard of food production, hygiene, storage and service.
4. Deliver a first class Catering Service every day incorporating a varied range of healthy food choices on a daily basis on a cost effective basis. Liaise with the Principal and Director of Personnel & Finance regarding new Catering initiatives and menus.
5. Organise your working hours to suit the Academy's needs with occasional adjustments to accommodate out of hours Academy calendared events.
6. Monitor service and production standards and take action where these fall below the standards expected.
7. Monitor stock, waste and portion control.
8. Establish effective communications with students, staff and other stakeholders.
9. Be proactive in relation to marketing and development of the Catering Service to all prospective customers within the Academy.
10. Be responsible for all purchasing, monitoring, documentation and administration within the Kitchen.
11. Where practical, use locally sourced products and suppliers to support the Academy's ethos regarding community regeneration.
12. Manage and develop the Catering Budget and have responsibility for effective financial control, liaising with the Director of Personnel & Finance.
13. Liaise with the Finance Team in relation to procurement and financial monitoring systems, including internal recharging processes.
14. Manage and review supplier performance to ensure the Academy receives best value and value for money. Engage in tender exercises for new (or renewed) supplier contracts where necessary.
15. Ensure the security of the kitchen area, cash and stock and achieve full compliance with Audit requirements.
16. Identify and manage staff training and development needs to ensure that the Catering Team is multi-skilled and high performing. Be responsible for Performance Management procedures in relation to the Catering Team.
17. Be responsible for all Health and Safety requirements within the kitchen area. Ensure that cleanliness and hygiene standards are maintained to a high level at all times.
18. Be aware of all legal and industrial requirements for Catering providers and ensure full compliance.
19. Be aware of Ofsted requirements for schools and ensure full compliance.
20. Further develop the Catering Service and income generation opportunities in liaison with the Principal and

***Broad Responsibilities***

*To lead and manage the delivery of a high quality Catering Service which meets the needs of the Academy*

***Accountability:***

*Responsible to the Principal and the Director of Personnel & Finance*

***Salary: APTC Admin Scale 6  
(point range 26/28 inclusive)***

***Working Pattern:***

- *36.25 hours per week,  
Term Time & 3 weeks  
holiday working.*
- *Occasional evening work  
/ flexible working hours*

Director of Personnel & Finance.

21. Assist, advise and support the Strategic Leadership Team with any related catering issues.
22. Ensure that any complaints raised by customers are investigated appropriately.

**Working Pattern:**

- Working hours and pattern to be agreed with the Principal and Director of Personnel & Finance.

**Community Development:**

1. Develop and lead appropriate activities / education programmes to encourage healthy eating for students and staff, with a view to extending these to parents and the local community in future.
2. Support Academy vocational qualifications in Catering for targeted students in conjunction with the appropriate staff if required.
3. Explore opportunities for external Catering provision and income generation within the local community.

**Providing additional support to the Academy by:**

23. Comply with Academy policies particularly those relating to Child Protection, Health and Safety, Data Protection and confidentiality and report all concerns to an appropriate member of staff.
24. Contribute to the Academy's aims and Development Plan and support the Academy's Christian ethos.
25. Participate in training or learning activities or meetings as required.
26. Take ownership of all tasks and duties delegated to you, ensuring they are completed to the agreed standard.
27. Maintain a high standard of personal hygiene throughout your entire shift, adhering to the Academy kitchen rules regarding jewellery and personal appearance.

**St Anne's Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**