

St Anne's Academy	Person Specification: Catering Manager
<p>Qualifications, Professional Development and Personal Qualities</p> <ul style="list-style-type: none"> • Recognised relevant Catering Qualification • Advanced Food Hygiene Certificate or equivalent [desirable] or Basic Food Hygiene Certificate [essential] • First Aid Certificate [desirable] • A track record of recent, relevant professional development • Reliability, resilience, determination, integrity, tact and diplomacy • Hold a full clean UK Driving Licence [desirable] 	<p>Experience</p> <ul style="list-style-type: none"> • Working in a School based Catering Service • Working at a strategic level in a Catering organisation • Significant work experience in a customer facing environment • Menu development, planning and costing • Stock control and recording • Experience of improving service delivery • Purchasing perishable and non-perishable foodstuffs and consumables • Devising and managing work rotas • Working with children and young people aged between 11 and 19 years
<p>Professional Knowledge and Understanding</p> <ul style="list-style-type: none"> • Ability to deliver a first class Catering Service • Have a 'Can-Do' approach and effective problem-solving skills • Ability to work within a budget • Ability to work under pressure and to tight deadlines • Knowledge and understanding of marketing and income generation • Knowledge and understanding of Health & Safety requirements • Ability to work flexibly outside normal Academy opening hours as required • A well organised approach to work 	<p>Communication Skills</p> <ul style="list-style-type: none"> • Ability to engage and communicate effectively with colleagues, young people and other Academy stakeholders • Communicate effectively orally and in writing for a range of purposes to a variety of audiences • Ability to demonstrate effective teamwork and collaborative skills • Negotiate, influence and consult fairly and effectively • Ability to lead, manage, engage and motivate others effectively • Manage effective communication and management information processes and systems • Competent IT skills in use of Email, Internet, Word and Excel documents

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.