

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

**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.**