

BROOMHILL BANK SCHOOL

PERSONAL SPECIFICATION – CATERING MANAGER - KSF May 2025

CRITERIA		ESSENTIAL	DESIRABLE	EVIDENCE BASE / MODE OF ASSESSMENT
SECTION 1: EDUCATION AND TRAINING				
1.1	A satisfactory standard of written and numeric skills appropriate to the job.	✓		
1.2	Knowledge of operation and use of a range of essential kitchen and cleaning equipment.	✓		
1.3	Evidence of continuing professional development.	✓		
1.4	Receptive to undertaking professional development particularly where relevant to post.	✓		
1.5	In receipt of current Food Hygiene certificate and Food Safety (min Level 3) & allergy awareness	✓		
1.6	Catering Management qualification		✓	
1.7	Experience of working in a school		✓	
SECTION 2: KNOWLEDGE AND EXPERIENCE				
2.1	Good understanding of food hygiene, nutritional standards and special dietary requirements	✓		
2.2	Able to menu plan, operate portion control and cook for 100+.	✓		
2.3	Ability to manage a budget and negotiate with suppliers	✓		
2.4	Understands and is able to apply Health and Safety procedures relevant to the job such as manual handling, safe use of machinery and/or equipment, COSHH, First Aid and hygiene.	✓		
2.5	Awareness of the need for Child Protection legislation and safeguarding procedures in a school setting.	✓		
2.6	Understands and applies confidentiality relevant to the job and workplace.	✓		
2.7	Sound knowledge and application of appropriate professional boundaries for school staff.	✓		
2.8	First Aid Awareness	✓		

SECTION 3: SKILLS AND ABILITIES				
3.1	Able to model, create and sustain a positive atmosphere and create and sustain effective teams.	✓		
3.2	Able to form effective working relationships throughout the school.	✓		
3.3	Able to effectively manage the performance of the kitchen teams across both sites. Prepare reports where necessary and conduct appraisals/121s.	✓		
3.4	Able to meet the KCSiE guidance of being physically and mentally fit for the role.	✓		
3.5	Able to effectively share expertise and skills, to further the development of the school and wider community.	✓		
3.6	Confident with IT and prepared to learn new systems.	✓		
3.7	Able to work in a safe and compliant way applying Health and Safety procedures	✓		
3.8	Able to promote and present the school and its community in a positive way to parents, students, governors etc.	✓		
3.9	Able to foster good relationships and gain the respect of students.	✓		
SECTION 4: PERSONAL ATTRIBUTES				
4.1	Honesty and integrity.	✓		
4.2	Flexible and able to adapt to changing circumstances and new ideas.	✓		
4.3	Able to form effective working relationships.	✓		
4.4	A liking and genuine respect for young people who can sometimes be challenging.	✓		
4.5	Values the unique contribution made by all members of the school community including pupils, staff, parents and governors.	✓		
4.6	Able to communicate with others courteously and in an appropriate manner e.g., patience, tact, humour, sensitivity, understanding, firmness.	✓		
4.7	Ability to foster a culture of respect and openness.	✓		
4.8	Works well in a busy environment, ability to delegate where needed	✓		
4.9	Ability to remain calm in challenging situations.	✓		
4.10	Able to provide directly, the necessary daily consistency students with communication difficulties need.	✓		

SECTION 5: EQUAL OPPORTUNITIES				
5.1	Commitment towards adherence to the principles set out within the school's Equality Plan.	✓		
5.2	Commitment to the promotion of the concept of equal opportunities in the work situation with all pupils and staff.	✓		
5.3	Understanding and sensitivity to discrimination experienced by members of minority groups and a commitment towards reducing this.	✓		
5.4	Driver and car owner	✓		

Broomhill Bank School and all its personnel are committed to safeguarding and promoting the welfare of children and vulnerable adults.