

# Five Acre Wood

## Commercial Catering Manager

**Hours:** 37 per week, Monday to Friday between the hours of 8am-4pm. Term time only plus 2 week.

**Reports to:** PFA Lead (Preparing For Adulthood)

**Pay grade:** KSE plus SEN allowance

### *Purpose of Job:*

The Commercial Catering Manager of 'Made FAW You' at Five Acre Wood School will play a pivotal role in delivering high-quality, industry-standard catering training for pupils with special educational needs and disabilities (SEND). This role is central to the school's commitment to providing meaningful, real-world learning experiences that foster independence, confidence, and employability skills among pupils aged 4 to 19 across diverse learning approaches. Situated within a special school environment with a high proportion of pupils with autism spectrum disorder (ASD), profound and multiple learning difficulties (PMLD), severe learning difficulties (SLD), and other complex needs, the role demands a sensitive and adaptive approach. The Commercial Catering Manager will oversee the transformation of the existing teaching kitchen into a fully equipped commercial kitchen, supporting the school's vision of inclusion, personalised learning and community engagement. This initiative will provide pupils with hands-on experience producing and selling goods via the on-site school shop (Peggy's FAW-tique) and hospitality training academy (The FAWrient Express). The role supports Five Acre Wood's ethos of collaboration, respect, and aspiration, ensuring pupils develop essential life skills and vocational competencies in a supportive, nurturing environment.

### *Key responsibilities:*

#### **Catering Training Leadership and Curriculum Development**

- Oversee the refurbishment and operational setup of the commercial kitchen ('Made FAW You') to meet industry standards.
- Design, write, and implement a bespoke catering curriculum tailored to the diverse needs of SEND pupils, focusing on practical skills, food hygiene, safety, and customer service.
- Deliver high-quality teaching sessions to pupils, equipping them with professional catering skills and fostering independence and confidence.
- Collaborate closely with the manager of 'The FAWrient Express' hospitality training academy and the shop manager of 'Peggy's FAW-tique' to integrate catering production with retail operations.

#### **Project Management and Partnership Building**

- Manage the day-to-day running of the commercial kitchen ('Made FAW You'), including stock procurement, budget management, and resource allocation.
- Develop and maintain relationships with local restaurants, catering businesses, and community partners to create work placements, apprenticeship opportunities, and pathways to employment for pupils.
- Monitor and evaluate the effectiveness of the catering training programme, making adjustments to ensure continuous improvement and alignment with pupil needs and industry standards.

#### **Staff Supervision and Development**

- Supervise and support class teams involved in the training programme as required.
- Ensure all staff and pupils adhere to health and safety, food hygiene, and safeguarding policies.
- Coordinate relevant training for staff and pupils on food safety and kitchen operations.

#### **Health, Safety and Compliance**

- Ensure full compliance with school policies on food safety, health and safety, and safeguarding, specifically tailored to a special school setting.
- Maintain high standards of cleanliness, hygiene, and safety within the commercial kitchen ('Made FAW You').
- Record and report any accidents, incidents, or concerns promptly in line with school procedures.

### **General Catering Management**

- Oversee the provision of high-quality meals for school events and functions where required, adhering to government nutrition standards and special dietary needs.
- Negotiate contracts and manage suppliers to ensure cost-effective procurement of catering supplies.

### **Professional Development**

- Opportunities to engage in ongoing professional development tailored to SEND education and vocational training.
- Access to training in the latest catering industry standards, SEND teaching methodologies, and safeguarding procedures.
- Support for career progression within the school's wider vocational and training programmes.
- Participation in collaborative initiatives with multi-disciplinary teams to enhance holistic pupil development.

### **Effective communication and engagement with students, their families and carers and other professionals.**

- Communicate effectively with students, families, carers, and professionals.
- Share information appropriately, providing feedback to staff to support planning and evaluation, in line with safeguarding, confidentiality, health and safety policies.
- Work in a team context – forging and sustaining relationships across agencies and respecting the contribution of others working with children and their families.

### **Professional and Personal Conduct**

- Communicate effectively with parents, carers and external professionals, if requested.
- Keep abreast of whole school communication.
- Arrive at school in time to be appropriately prepared for the start of working hours.
- Work collaboratively with colleagues and lead teaching assistants when required.
- Provide accurate feedback and maintain appropriate records.
- Participate in meetings, training and other learning activities and performance development as required.
- Contribute to the overall work/aims of the school.

### **Safeguarding and promoting the welfare of the child**

- Safeguard and promote the welfare of children by providing a safe, supportive environment, working within school policies, maintaining professional boundaries, and understanding role limitations.
- Only carry out care interventions when appropriately trained and assessed as competent, and assist with the supervision of individuals and groups as required.
- Monitor, record, and report safeguarding concerns or changes appropriately, referring to line managers in line with school policies and maintaining accurate records.
- Maintain vigilant supervision during all activities, particularly in kitchen and workshop settings, ensuring pupil safety and wellbeing.

### **Health & safety**

- Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure.

This job description reflects the unique context of Five Acre Wood School, a special school dedicated to nurturing pupils with complex needs through innovative, real-world learning opportunities. The Commercial Catering Manager (of 'Made FAW You') will be instrumental in delivering a pioneering catering training programme that aligns with the school's vision for inclusion, aspiration, and community partnership.

Your duties will initially be as set out in the job description, but this could be amended from time to time to reflect changes in or to the job.

### Person Specification

REQUIREMENT	ESSENTIAL	DESIRABLE
QUALIFICATIONS/TRAINING	<ul style="list-style-type: none"> <li>• Relevant qualification in hospitality management or a related field (e.g., NVQ Level 3 in Hospitality Supervision and Leadership) or willing to work towards gaining.</li> <li>• Food Safety and Hygiene Certification - or willing to work towards gaining.</li> <li>• A – C Maths and English GCSE or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• First Aid Certification.</li> </ul>
EXPERIENCE	<ul style="list-style-type: none"> <li>• Proven professional chef background with extensive experience in commercial catering environments.</li> <li>• Experience in training and supervising staff.</li> <li>• Curriculum design and delivery expertise, particularly in vocational education and training for SEND pupils.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience working with individuals with special needs.</li> <li>• Experience in an educational setting</li> </ul>
KNOWLEDGE	<ul style="list-style-type: none"> <li>• Knowledge of health and safety regulations related to food service.</li> <li>• Understanding of nutritional requirements and menu planning</li> <li>• Strong understanding of SEND pupils’ needs and the ability to adapt teaching and operational practises accordingly.</li> </ul>	<ul style="list-style-type: none"> <li>• Awareness of safeguarding policies and procedures in a school setting.</li> <li>• Knowledge of special dietary requirements and allergy management</li> </ul>
SKILLS/ABILITIES	<ul style="list-style-type: none"> <li>• Strong organisational and time management skills.</li> <li>• Excellent communication and interpersonal skills.</li> <li>• Ability to develop and implement training programmes.</li> <li>• Excellent project management skills with the ability to oversee the refurbishment and operational launch of a commercial kitchen facility.</li> <li>• Effective communication and interpersonal skills to liaise with pupils, parents, staff, and external partners.</li> <li>• Strong organisational skills, including budgeting, stock control, and resource management.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to adapt training methods to suit individual pupil needs.</li> <li>• Ability to inspire, motivate, and build confidence in pupils, promoting independence and life skills development.</li> </ul>
PERSONAL QUALITIES	<ul style="list-style-type: none"> <li>• Patience, empathy, and a positive attitude</li> <li>• Commitment to providing high-quality customer service.</li> <li>• Enthusiasm for fostering a positive and inclusive learning environment.</li> <li>• Organised</li> <li>• Being discrete, professional, respectful and friendly</li> <li>• Being efficient and dependable</li> <li>• Remaining calm in unexpected or changing situations</li> <li>• Ability to work successfully as part of a team</li> <li>• Confidentiality</li> <li>• To be committed to the school’s policies and ethos</li> <li>• To be committed to continuing professional development</li> </ul>	<ul style="list-style-type: none"> <li>• Creative and innovative approach to problem-solving.</li> <li>• Flexibility and adaptability to meet the changing needs of the café and the training academy.</li> </ul>
EFFORT/ENVIRONMENT	<ul style="list-style-type: none"> <li>• Ability to work in a busy and dynamic environment.</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people</li> <li>• Emotional resilience in working with challenging behaviours and attitudes to use authority and maintaining discipline</li> <li>• To assist with ensuring Safeguarding policies and protocols are correctly followed</li> <li>• Willingness to work occasional evenings or weekends for special events or training sessions</li> </ul>	

**Acknowledgement of Receipt of Job Description**

- I have received a copy of the job description for Commercial Catering Manager and have read and understand the duties and responsibilities.
- I understand that the duties and responsibilities in the job description are subject to change at the discretion of my employer at any time.
- I understand that my signature below indicates that I have read and understood the above statements.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_