

Person Specification

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| Role | Catering Manager | Last Reviewed | July 2026 |
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Importance of a Person Specification

When shortlisting, the below criteria will be assessed as either *Essential (E)* or *Desirable (D)*.

These criteria are reviewed throughout the selection process and will be considered if there is evidence in your *Application Form (AF)*, your *Supporting Statement (SS)* or if we further our criteria seeking at the *interview stage (I)*. Your application form therefore needs to identify and provide some examples of how and why you feel you can demonstrate some or all of the criteria below.

| JE | Criteria | Essential /Desirable | How Assessed |
|-----------|---|-----------------------------|---------------------|
| | Personal Qualities | | |
| II4 | Ability to organise your workload and prioritise accordingly. Deal with unanticipated problems those which may not be laid down procedure. | E | AF/SS/I |
| IC4 | Excellent interpersonal skills with the ability to communicate in written and verbal forms to a variety of audiences. Maintain confidentiality, prove sensitive information, write relevant reports, manuals, procedures, able to address a range of audiences. | E | AF/SS/I |
| | Leading and developing a team | E | AF |
| MC2 | Medium periods of concentrated for 1 or 2 hours per day | E | I |
| | Ability to work under pressure and manage multiple priorities in a busy environment | E | AF |
| | Commitment to delivering excellent customer service. | E | AF |
| | Knowledge & Skills | | |
| K4 | Detailed practical and procedural knowledge within safeguarding as well as an outline knowledge of organisational procedures | D | AF/SS |
| IC3 | Ability to impart knowledge and / or skills | E | AF/SS |
| AS5 | Analytical skills are required to dissect and examine information/problems// situations to be able to make a judgement and assessment | E | AF/SS |
| RP3 | Provide interpretation, advice or guidance on the operation and implementation of external regulations | E | AF/SS |

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| | and statutory requirements in relation ordering & stock control of a range of suppliers | | |
| Technical | | | |
| | To be able to demonstrate an understanding, awareness and empathy for the needs of the students within school and how these could be met | E | I |
| Experience | | | |
| | Successful experience of managing a high-volume catering operation. | D | I/AF/SS |
| | Experience of catering management, including menu planning, food production and service delivery. | E | AF/SS |
| | Experience of leading, supervising and developing a catering team. | E | AF/SS |
| | Experience of budget management, financial monitoring and cost control. | E | AF/SS |
| | Experience of stock control, purchasing and supplier management. | E | AF/SS |
| | Experience of ensuring compliance with Food Safety, Health & Safety, allergen management and school food standards. | E | AF/SS |
| | Experience of implementing quality assurance systems and successfully preparing for or undertaking quality control inspections. | E | AF/SS |
| | Experience of running a trading catering operation, including external catering services, and identifying opportunities for business development and income generation. | D | AF/SS |
| | Experience of costing, pricing, producing financial reports and maintaining accurate records. | E | AF/SS |
| | Experience of using catering management systems or similar software for ordering, stock control and reporting. | E | AF/SS |
| | Experience of working in a school, education or public sector catering environment. | D | AF/SS |
| | Experience of working with children and young people. | D | AF/SS |
| | Experience of delivering staff training and performance management. | D | AF/SS |
| Qualifications | | | |
| | 5 A*-C Grades GCSE including English and Maths | D | AF |
| | Advanced Food Hygiene Certificate | D | AF |
| | NVQ Level 4 or equivalent in a relevant subject | D | AF |
| | HACCP qualification | D | AF |
| | Valid, Clean Driving Licence (Manual) | E | AF |



Person Specification

| | Service | | |
|--|---|---|--------|
| | A commitment to working for the benefit of others | E | SS / I |
| | A commitment to working within the expectation outlined in the Catholic purpose of all job descriptions | E | SS / I |