

POST:	Kitchen Manager. Grade 3DS 9 – 14 32 hours/week Term Time + 5 training days
RESPONSIBLE TO:	Head of School/SLT/Student Parliament/LAB
PURPOSE:	To ensure that every child is given the best opportunity to be ready to learn because they have been provided with delicious, nutritious and appealing varied food that means their wellbeing is catered for.

		Essential Attributes	Preferred Attributes
1	Educational Qualifications	NVQ 3 in Catering related, City & Guilds 706/1 – 706/2 or equivalent Food Hygiene Certificate	NVQ 4 or equivalent
2	Experience	Minimum of 2 years' experience in industrial or welfare catering Experience of catering for large numbers of meals to a high standard and within a strict budget, being able to calculate average meal costs Experience of planning a varied and exciting menu suitable for a range of age groups, some who have special dietary needs	Experience of supervising staff Experience of working in an educational establishment
3	Skills / Knowledge / Aptitude	Good interpersonal skills Good organisational skills Ability to undertake administrative tasks (e.g. ordering of supplies, budgeting and cash handling) Ability to give induction and on-the-job training to kitchen staff, including all aspects of health, safety and hygiene Ability to work to deadlines Ability to work with a degree of autonomy, as part of a team and to lead staff Understanding of Safeguarding and keeping children safe from abuse	

4	Motivation	Ability to work to achieve high standards of food preparation, presentation and hygiene Ability to adapt to the needs of the school population to ensure the wellbeing and welfare of all students Ability to work without direct supervision	
5	Physical	Ability to lift industrial catering equipment and perform repetitive tasks	
6	Other	Willingness to undertake First Aid training This is a customer facing post and the post holder must have the ability to fulfil all spoken and written aspects of the role with confidence through the medium of English	Current First Aid qualification

July 2021

BILTT is committed to safeguarding, Prevent, the welfare of pupils and ensuring equality of opportunity for all pupils, staff, parents and carers; irrespective of age, disability, gender reassignment, marriage & civil partnership, pregnancy & maternity, race, belief, sex or sexual orientation and expects staff to share that commitment. The post is subject to satisfactory references, enhanced DBS & health clearance.

It is an offence to apply for a role if you are barred from engaging in regulated activity relevant to children. This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare any convictions, cautions, reprimands and final warnings that are not protected (i.e. that are not filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).

DBS Required (please indicate the legal reason for DBS – if in doubt discuss with HR)	<input type="checkbox"/> Not applicable for this post <input checked="" type="checkbox"/> Direct supervised or unsupervised contact with children or vulnerable adults <input type="checkbox"/> Working within Fostering & Adoption Service (Any post) <input checked="" type="checkbox"/> In a position of authority/trust <input type="checkbox"/> Other eg: auditors, solicitors
Work Related Travel (please indicate as appropriate)	<input checked="" type="checkbox"/> Occasionally required (ie to travel to bank, other sites etc) <input type="checkbox"/> Ability to travel around the county <input type="checkbox"/> Provide car for business use
Health & Safety Risk Assessment (please indicate which are applicable)	<input checked="" type="checkbox"/> Regular Manual Handling activities <input checked="" type="checkbox"/> Regular exposure to mental pressures and demands <input type="checkbox"/> Visual Display Equipment – regular use <input type="checkbox"/> Exposure to substances hazard to health <input type="checkbox"/> Exposure to infection <input checked="" type="checkbox"/> (occasional risk) Risk of verbal abuse <input checked="" type="checkbox"/> (Unlikely, but some children are unpredictable) Risk of physical assault <input checked="" type="checkbox"/> Working alone <input type="checkbox"/> Adverse environmental conditions <input type="checkbox"/> Use of dangerous machinery <input type="checkbox"/> Driving PSV/HGV vehicles