

THE ROLE

As Catering Operations Manager (Maternity cover) you will be responsible for planning, organising and developing the pupil and staff dining service across the Senior school. The successful post-holder will also be responsible for meeting customer expectations and ensuring food and hygiene standards are met within budget.

This is a maternity cover position for up to one year, offered on a full-time basis, 45 hours per week, term time plus 4 weeks. The working hours will be Monday – Friday 7am – 4pm with a 30 minute paid lunch break. A flexible approach to work is required as there may be occasional requirements to work outside of normal hours to cater for school events. There will be occasional evening and weekend working to support school events, for which over time will be granted at managers' discretion.

The start date for this position is 22 September 2025.

This position involves contact with children and will amount to regulated activity as defined by Keeping Children Safe In Education (KCSIE) for safeguarding children and safer recruitment.

RESPONSIBILITIES

The key responsibilities for this post are detailed below:

- Efficient management of daily student catering services, ensuring high standards of quality and customer service.
- To ensure that best industry practice is adopted across the department.
- To ensure there is proper financial control within the catering department, along with achieving best value for money and ensuring accurate and timely financial reporting.
- Liaising with the Head Chef to ensure all food is freshly prepared and to a high standard as per the school's catering policy and current legislation.
- Establish and maintain satisfactory relationships with individuals at all levels within the business.
- Implement and maintain the Statutory standards of hygiene, health & safety and take any action as is necessary.
- Implement and maintain kitchen equipment and service areas.
- To ensure that a comprehensive annual training plan is in place for all staff and that that plan is implemented. Personnel files to be updated accordingly.
- Effectively manage, delegate and / or run hospitality events across both the senior and preparatory sites.
- To produce a comprehensive succession plan so developing the onsite catering team and encouraging promotion from within.
- Periodically review the School's food safety and allergen policy; ensuring these are fully implemented at each school.
- To ensure that the School's health and safety policy is implemented in full; attending health and safety meetings is an expectation of this role.

Professional Development (standard on all job descriptions)

- Participate in training and undertake any performance development activities as required for this position.

Additional Information: (standard on all job descriptions)

- Support the School's mission, vision and values and strategic direction
- Participate actively in the wider aspects of school life
- In addition to the above, the post holder will carry out any other professional duties as reasonably required by the Head or Bursar.

There will be occasional evening and weekend working to support out of hours events or meetings, for which overtime or time off in lieu will be granted.

PERSON SPECIFICATION

STAHS is a vibrant school supported by a diverse and enthusiastic community of staff, pupils, parents and alumni. It is important that our staff reflect the diversity of our community, and we therefore welcome and encourage applications from people of all genders and sexual orientation, those from Black, Asian and other minority ethnic backgrounds, and those with disabilities.

The successful candidate will be required to fulfil all of the duties, as outlined in the job description. In addition to this, the candidate should possess the following competencies which are essential to this position:

QUALIFICATIONS AND EXPERIENCE	<ul style="list-style-type: none">• Previous experience working in a similar role within a catering or event environment• Excellent administrative skills, advanced IT skills with use of Microsoft Office• Full UK driving licence• Level 3 Award in Food Safety• Excellent written and oral communication skills• Excellent organisational skills and a proven ability to manage and lead teams
SKILLS	<ul style="list-style-type: none">• Attains and maintains appropriate skills and professional knowledge/ accreditations required for the role• Ability to manage expectations clearly by monitoring own progress against objectives and planning to ensure delivery• Ability to identify common problems or weaknesses in policy, procedures or protocol that affects service, and escalates these or puts in place solutions• Ability to think through wider consequences of own actions when assessing multiple demands and completing priorities
PERSONAL QUALITIES	<ul style="list-style-type: none">• Warm, welcoming and professional, behaving with discretion, integrity, honesty and always acting with due consideration of others within the STAHS community• Responds effectively to emergencies or last-minute demands on time. Flexible, in approach when dealing with changing situations or priorities• Team worker, appreciates contribution of colleagues• Takes personal accountability and ownership of work, decisions and actions and demonstrates commitment to accomplish work efficiently and to the required standard• Willing to take on extra responsibility/ use initiative to overcome obstacles and ensure timely delivery of service

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PERSON SPECIFICATION (Continued)

PHILOSOPHY AND ETHOS

- A commitment to safeguarding and promoting the welfare of children and young people and to follow the child protection procedures detailed in the School’s safeguarding policy.
- Ability to form and maintain appropriate relationships and personal boundaries with children.
- Contribute positively to the overall ethos, objectives and aims of the School.

HEALTH AND SAFETY

- Support Health and Safety training initiatives and to actively participate in this area