



# Northumberland Church of England Academy Trust

## JOB DESCRIPTION

<b>JOB TITLE:</b>	Catering Coordinator
<b>SCHOOL:</b>	NCEAT
<b>SALARY:</b>	Band 5
<b>RESPONSIBLE TO:</b>	Director of H&S and Estates

Northumberland Church of England Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The Trust will provide an environment in which the personal attributes, strengths and academic excellence of staff will enable the creation of opportunities for all to develop their potential to the full; creating confident, independent, versatile and successful adults, equipped with the skills and values to meet the challenges of a changing society and to provide the best possible educational foundation for life.

It is essential that the post holder actively supports the vision and ethos of the Northumberland Church of England Academy.

### **PURPOSE OF JOB:**

Support the development and improvement in NCEAT internal catering operation and contracted cleaning services. To optimise compliance with statutory requirements while trying to ensure best value at all times. This will include the development and maintenance of action plans, policies, challenging contracts to identify savings and compliance recording systems.

### **MAIN RESPONSIBILITIES:**

- *Work with the Director of H&S and Estates to ensure that catering services in all Schools comply with Hygiene, Health and Safety legislation, financial regulations and Academy policy and procedures at all times*
- *Inform Director of H&S and Estates of any staffing issues*
- *Maintain an asset register of all equipment and report any repairs and maintenance issues to the Statutory Compliance Co-ordinator*
- *Supporting Headteachers and site teams with the effective implementation of catering events.*
- *Produce analysis figures for each school*
- *Implement cost controls and investigate any over spend*
- *To work with the Headteachers, Heads of Service and Site Teams to ensure efficient, professional and economic site management of the individual schools and have processes in place to deliver cost effective procurement for the trust.*
- *To review and develop working practice by developing and maintaining effectiveness as a member of the trust staff through taking responsibility for own continuing professional development*

- *Consult with catering managers about specific catering or management needs in relation to individual campuses and implement actions accordingly.*
- *Review, monitor and update documentation ensuring compliance.*
- *Liaise with catering managers/Headteachers in menu planning and ensure trust standard menu ingredients and menu costing*
- *Monitor the quality of food delivered to learners and staff through product sampling, conducting client surveys and inspecting the processes in the kitchens*
- *Ensuring that health and safety regulations are strictly observed, recorded and archived*
- *Ensure good catering practice and customer service in each of the schools*
- *Conduct risk assessments of each kitchen and ensure that any health and safety issues are addressed*
- *Oversee the ordering of daily and weekly supplies and suppliers and ensure that this is effectively and efficiently managed by individual catering managers*
- *Transfer best practice between kitchens*
- *Contribute to the ethos and aims of the Trust*

#### Cleaning (Contracted services)

- *Act as primary point of contact for contracted cleaning services*
- *Maintain high standards of school cleanliness & hygiene*

#### Lettings

- *Co-ordination of transport and lettings department operations*
- *Organising staff rotas*

#### Transport

- *Arranging MOT's and servicing for school vehicles (Lease and Owned).*
- *Weekly inspections of vehicles*

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed. You may be required to carry out additional duties commensurate with the level of the role.



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Person Specification: Facilities Co-ordinator - Soft Services	Essential	Desirable
<b>Experience:</b> <ul style="list-style-type: none"> <li>● Experience of risk assessment and able to take into consideration all the factors for scoring risk to inform business decision</li> <li>● Experience of school catering operations</li> <li>● Experience of multi-site management</li> </ul>	<input type="checkbox"/>   <input type="checkbox"/>	<input type="checkbox"/>
<b>Skills &amp; Competencies:</b> <ul style="list-style-type: none"> <li>● The ability to communicate at all levels in the organisation and effectively pass on the relevant information</li> <li>● Have effective problem-solving skills and a blending of creative and analytical thinking</li> <li>● Ability to work flexibly</li> <li>● Work as part of a team in order to deliver a service to others</li> <li>● Proven organisational skills with the ability to multi-task and problem-solve</li> <li>● Ability to work under pressure and to meet deadlines</li> <li>● A strong sense of integrity required for the process of regulation management.</li> <li>● Enthusiasm to keep themselves updated with news from regulators and other international and regional bodies</li> <li>● Self-motivated and a good time manager.</li> <li>● Enthusiastic and positive, with a 'can-do' attitude</li> <li>● Display an awareness, understanding and commitment to the protection and safeguarding</li> <li>● Good interpersonal skills</li> <li>● Excellent literacy and numeracy skills – able to produce and analyse reports containing complex data, and transfer this into workable plans before communicating as necessary</li> </ul>	<input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>	
<b>Knowledge &amp; Qualifications</b> <ul style="list-style-type: none"> <li>● Good level of education with a minimum 3 or more qualifications at GCSE Grade C or above, including Maths and English, (or equivalent)</li> </ul>	<input type="checkbox"/>	
<b>Physical, mental and emotional demands:</b> <ul style="list-style-type: none"> <li>● Commitment to helping provide a high quality service to children and families</li> </ul>	<input type="checkbox"/>	
<b>Other:</b> <ul style="list-style-type: none"> <li>● Willingness to participate in training and development</li> </ul>	<input type="checkbox"/>	