

# **King Edward VI HANDSWORTH GRAMMAR SCHOOL**

## **JOB DESCRIPTION**

**Job Title:** Senior Admin Assistant

**Division:** Catering

### **1.0 JOB PURPOSE:**

- 1.1 To assist with the efficient day to day management of the overall school meals provision and assist with the management of the catering staff

### **2.0 DUTIES AND RESPONSIBILITIES:**

- 2.1 To supervise and manage general kitchen organisation i.e. ordering and checking of food, cooking, presentation and serving of meals
- 2.2 To assist with the preparation, deliver an development of menus in accordance with current policy and customer requirements
- 2.3 To be actively involved in identifying opportunities for improving and developing the catering services ensuring quality and effectiveness are maintained
- 2.4 Assist with onsite training and staff induction
- 2.5 To support the Catering Supervisor to ensure that all budgetary targets are met by appropriate costing of meals, ordering of food stuff and materials, managing stock and equipment and control of labour costs
- 2.6 Assist with the accurate recording, balancing and storing of all cash taken in respect of the on-site catering provision in accordance with procedures
- 2.7 To meet with school representatives to discuss catering provision
- 2.8 To assist the Catering Supervisor in completing relevant paperwork and maintain appropriate records i.e. timesheets, costings and stock sheets
- 2.9 To maintain computerised records as require by the School
- 2.10 To maintain the agreed standard of dress and appearance
- 2.11 To operate the cashless till monitors and undertake cashier duties in accordance with the cash handling procedures
- 2.12 Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with
- 2.13 T ensure all tasks are carried out with due regards to Health and Safety
- 2.14 To undertake appropriate professional development including adhering t the principle of performance management
- 2.15 To adhere to the ethos of the school:
  - 2.15.1 To promote the agreed vision and aims of the school
  - 2.15.2 To set an example of personal integrity and professionalism
  - 2.15.3 Attendance at appropriate staff meetings and parents evenings
- 2.16 Any other duties as commensurate within the grade in order to ensure the smooth running of the school



## PERSON SPECIFICATION

**Job Title:** Senior Catering Assistant

**Division:** Catering

### Method of Assessment (M.O.A.)

A.F. = Application Form; I = Interview; T = Test or Exercise;

P = Presentation

<b>CRITERIA</b>	<b>ESSENTIAL</b>	<b>M.O.A.</b>
<b>EXPERIENCE</b> (Relevant work and other experience)	Good knowledge of catering	AF/I
	School experience	AF/I
<b>SKILLS AND ABILITIES</b> (Eg Written communication skills, dealing with the public)	Reasonable numeracy and literacy skills	AF/I
	Basic ICT skills	AF/I
	Excellent communication skills	AF/I
	Confidence in dealing with students and staff	AF/I
	Able to work under pressure	AF/I
<b>TRAINING</b>	Willingness to undertake relevant training	AF/I
<b>EDUCATION/ QUALIFICATIONS</b> NB Full regard must be paid to overseas qualifications	Food Hygiene level 2 or above	AF/I
<b>OTHER</b>	Health and Safety Awareness	AF/I
	Customer focused approach to service provision	AF/I
	Committed to improving the provision and the environment for all students and staff	AF/I
<b>CONTRA INDICATION</b>	Criminal convictions involving offences against children	AF/I
	Unsatisfactory DBS check	AF/I
	Ineligibility to work in the UK	AF/I

**ALL STAFF ARE EXPECTED TO BE COMMITTED TO THE SCHOOL'S  
EQUAL OPPORTUNITIES POLICY**