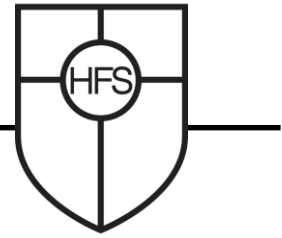


The Holy Family

Catholic School



Kitchen Administrator Required as soon as possible

Band 6 Point 6 (Actual salary £17,216) permanent 37 hours per week term time only + 10 days

Are you an experienced admin with a great attention to detail and excellent organisation skills? Perhaps you have a background in contract catering and/or school environment? We want to hear from you!

Due to increased business needs we are looking for a Kitchen Compliance and Admin Manager to join our team at The Holy Family Catholic School. Huge focus of this role will be on document compliance, particularly in the Health & Safety, Food safety space and School Food Compliance standards. You would support the catering team with all mandatory training, administration and compliance of allergen processes as well as aligning with school policies and procedures.

For many years we have run a highly successful school kitchen which is a key part of our core provision. It can cater for up to 1000 covers each day and this is an exciting opportunity for you to join our enthusiastic and hardworking team.

Your primary responsibility will be to assist the Catering Team and provide a complete catering operation within the agreed budget.

Role Responsibility

- Provide administration support for the Catering team
- Provide general administration support as required including photocopying, managing emails, catering bookings, answering the phone.
- Placing orders with key supplier and following up with any supplier issues including incorrect deliveries and non-delivery of items
- To maintain an efficient and auditable system for all additional catering requests by the school booking system including completing and documenting costs.
- To maintain updates of documents held within the Health and Safety/ Food Safety file management system, to include monitoring of frequency planner and archiving
- To assure compliance with the School Food Standards
- To complete all weekly/monthly/termly audits as per frequency planner
- To ensure that all external correspondence is written in professional manner, compliant with school guidelines and sent in an appropriate format within agreed time limits to meet deadlines
- Support with the monthly stock take.
- Ensure confidentiality and timelines are adhered to all times
- Logging information onto spread sheets and producing weekly/ monthly reports as directed by Senior management
- Carry out all site-based audits in line with school policies and procedures
- Oversight of systems established to ensure secure trading with individual students (e.g. holding money for them, providing allergen-free options)
- Cashing up and record keeping

The Ideal Candidate

- Strong analytical skills and attention to detail
- Excellent interpersonal communications
- Well organised, responsive, and able to work under pressure
- Experience in using Microsoft Office packages including Excel
- Experience in using online internal systems
- A flexible 'Can do' attitude
- Flexible approach to support operations if required.
- Good standard of English language, literacy and numeracy.
- Ideally have a good understanding of safeguarding children requirements within the school environment

The following qualifications are desirable

- NVQ Level 2 in Food Preparation or equivalent
- NVQ Level 3 Food Hygiene Certificate
- GCSEs including English and Maths

Applicants must have effective oral and written communication skills, be computer literate, and have experience of planning rotas/shift patterns

The Holy Family Catholic School is a consistently oversubscribed, Voluntary Aided Catholic school, serving the town of Keighley and surrounding areas in pleasant semi- rural surroundings. The school is on a rapid improvement journey. Governors appointed a new Headteacher for September 2021 and the school leadership team has recently been overhauled. We expect the school to convert to Academy status this academic year becoming a member of The Blessed Christopher Wharton Catholic Academy Trust family of schools.

We offer an excellent platform for enhanced career development and whole school leadership opportunities in a friendly, supportive and enthusiastic staff team.

The successful appointment will be subject to a successful DBS check

Please note we require you to apply using our application form, details of how to access are below.

Further details and application forms are available by contacting Mrs M Clare by email:
mclare@holyfamilyschool.uk Tel: 01535 210212

Closing Date Tuesday, 30 November 2021 at 9.00 am