



Education Business Lead: School Catering

Salary: Band 9 - £39,151 to £42,838 Per Annum, (£23,490 to £25,702 for 25 hours Term time only (TTO))

Hours: 25 Hours per week, working 5.00 hours per day Mon to Fri

Contract: Permanent - Term time only 40 weeks per year

The post will be based at Portsmouth Civic Offices with the option to work remotely 1-2 days per week.

Portsmouth Local Authority is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The Role

The post holder is the key point of co-ordination between Portsmouth schools, the school catering contractor, and colleagues within the council. The purpose of the post is to maximise the number of Portsmouth children accessing a tasty, nutritious meal at lunchtime, with a particular focus on working with the meals provider to increase uptake amongst children who are eligible for free school meals.

The post holder responsible for the day-to-day management of the council's contract for the provision of school meals, currently working with 35 schools. They are also responsible for the delivery of the school meals service level agreement (SLA) which includes responsibility for the repairs and maintenance of kitchen equipment as well as maintaining contract management systems.

The role requires regular visits to schools within the City to monitor the contract and build strong relationships with the school meals provider and the schools that are within the contract.

Ahead of the expiry of the existing contract (31 July 2029) the post holder will play a central role in the extensive tendering process required for the strategic school meals contract for the City, the boundaries of which may be affected by Local Government Reorganisation.

Who is the person?

We are seeking someone with extensive experience of contract management, ideally including responsibility for school meals, gained in a local authority or multi-academy trust.

They should also have experience of working within education, with a good understanding of the importance of the school curriculum and the operational pressures facing schools, as well as knowledge of relevant areas of government policy.

The preferred candidate will have a good understanding of the challenges of large-scale catering, and of building maintenance and health and safety requirements.



Qualifications:

- The post holder is expected to be qualified up to level 3 or have equivalent knowledge and experience and will need Food Safety and Hygiene level 2.

Skills and experience:

you will need to have /be

- Detailed knowledge of working within a contract management role.
- An understanding of education practices and a sound knowledge of policies relating to food in schools.
- Able to work reactively and decisively, particularly when issues arise. Working with stakeholders to consider options and solutions available to mitigate problems. Making necessary or alternative arrangements where needed.
- Experience of managing maintenance projects.
- Understanding of the principles of Health and Safety, and food hygiene in a commercial kitchen environment.
- Able to develop strong working relationships and work collaboratively to engage and influence staff and stakeholders, developing and maintaining effective working relationships with providers, commissioners, and customers.
- An excellent communicator, both verbally and when writing, with good interpersonal skills, to develop relationships with people at all levels.
- An active listener and able to use this skill to distil key issues focussing on what is important and making and offering constructive suggestions and solutions.
- Strong organisational skills, and able to prioritise and organise own workload, with minimal supervision, working to deadlines.
- Committed to delivering exceptional customer service.
- Tenacity with excellent negotiation skills able to operate with all stakeholders as necessary and mediate where conflict arises.
- Ability to be consistent, supportive, proactive, and flexible in the delivery of outcomes and resolution of problems when they arise.
- Responsible and accountable for delivery of personal tasks and outcomes, adhering to timescales and ensuring all priorities are met.
- Ability to work calmly under pressure.
- Able to use initiative and look for solutions in order to bring about improvements to the service.
- Project management skills.

General Data Protection Regulation (GDPR)

As part of any recruitment process, Portsmouth City Council collects and processes personal data relating to job applicants. Portsmouth City Council is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations under the General Data Protection Regulations (GDPR).

Completing and sending an application in for a vacancy is your consent for us to process your data for the purpose of recruitment. Your data is not used in any other way and you can withdraw your consent at any point in the recruitment process and we will destroy or delete your information.



For more detailed information on what we collect, how we use, store, delete data and your rights you can access a privacy statement on our Job board.

You will need to demonstrate that you have the Right to Work in the UK. No post will be offered without it.