**BIDDENHAM INTERNATIONAL SCHOOL & SPORTS COLLEGE**

**JOB DESCRIPTION**

**Job Title**: Administrative Assistant – Catering

**Grade**: Level 2A (point range 3-4)

**Hours**: 12½ hours per week term time only, including 5 training days

 working 09:00 to 11:30 Monday to Friday

**Responsible to**: Catering & Hospitality Manager

**Job Purpose**: To undertake a range of administrative and clerical duties to support

 the school catering department.

**MAIN DUTIES AND RESPONSIBILITIES**

* To provide comprehensive clerical & administrative support to the Catering Department.
* Input invoices on to the Resort catering software.
* Update the Resort catering software with new products and codes, as required.
* Place food orders with suppliers online and by phone.
* Collect hospitality orders, record and cost.
* Assist the Catering Manager with updating menus and displays.
* Design posters for menus and special events.
* Print food labels.
* Update COSHH records.
* Maintain catering staff training records.
* Update PoS tills.
* Calculate cost of Food Technology orders and invoice weekly.
* Any other duties requested by the Catering & Hospitality Manager.

**GENERAL**

* To be aware of and comply with policies and procedures relating to child protection and safeguarding, including PREVENT, health and safety, confidentiality and data protection, reporting all concerns to an appropriate person.
* Anything else that the Headteacher might reasonably request or is required to ensure the job is completed.
* To attend school INSET (eg: professional development days) and further training sessions to develop knowledge and skills necessary to fulfil the role.

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**PERSON SPECIFICATION**

**ADMINISTRATIVE ASSISTANT – CATERING**

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| **Attributes** | **Essential** | **Desirable** |
| **Education/****Qualifications** | * Educated to GCSE level with English and Maths at Grade A\*-C (9-4) or equivalent.
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| **Experience** | * Previous experience of clerical work.
* Experience of word processing and spreadsheet packages; word, excel, google docs.
* Experience of working within a busy team environment.
* Experience of liaising with a range of people and companies.
 | * Experience of working in a school.
* Experience of working in a catering environment.
* Experience of google docs.
* Experience of mail merge.
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| **Skills/****Knowledge/****Aptitude** | * Excellent interpersonal communication skills (written, listening, oral).
* Ability to pay attention to detail in all aspects of work.
* Excellent organisational skills in order to meet deadlines.
* Ability to work as part of a team and to use initiative when required.
* Ability to cope with conflicting demands, deadlines and interruptions.
* Ability to relate to colleagues in a positive and effective manner.
* Ability to maintain confidentiality at all times.
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| **Motivation** | * Willingness to be flexible.
* Willingness to undertake further training as appropriate.
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