

Radnor House School
Pope's Villa, Cross Deep, Twickenham, TW1 4QG
<http://www.radnor-twickenham.org/>

Catering Logistics Manager from September 2021

We seek to appoint an enthusiastic and diligent part-time Catering Logistics Manager to ensure the delivery of a consistent, high-quality meal service that meets the needs of the School. As Catering Logistics Manager, you will be a self-motivated and reliable person, with experience working in a busy catering environment and have a working knowledge of health and safety/food safety.

Core working hours to be 25 hours over 37 weeks per annum (being term-time plus 1 week out of term-time), plus INSET and training days, with a salary of £12,000 per annum (including holiday pay).

Main focuses of the role will include supervision of the team, management of rotas and performance reviews, agreeing and setting targets, tracking overtime and absences. Line management of the Café Manager and review of the Café profit and loss account. Responsibility for ensuring good order and discipline in and around the bistro (with particular regard to the health and safety of pupils and staff) and dealing appropriately with any incidents. Supervision of lost property.

The ideal candidate will have experience of food service in a school setting or other high turnover environment; together with experience leading, coaching and motivating staff, ensuring professional development and effectively challenging and managing any underperformance. The ability to maintain a calm and professional outlook and be able to multi-task, meeting any deadlines set.

Radnor House is a 9-18, selective, co-educational, independent day school set in historic buildings on the banks of the River Thames in Twickenham, just thirty minutes from Central London. It was judged as 'Excellent' in all categories by the Independent Schools Inspectorate in February 2020. The relatively small size of the school (c.440 pupils) enables us to focus on the individual needs of all our pupils, fostering a supportive and collaborative community where pupil success is regularly celebrated.

We offer a competitive salary, with extensive opportunities for CPD and career development. For further information, to download an application, or to watch our video to give you a flavour of working at our school, please visit our website:

<http://www.radnor-twickenham.org/about/>
<https://www.radnor-twickenham.org/about/current-vacancies>

Completed application form together with a cover letter should be returned to hr@radnorhouse.org by 9am on Thursday 8th July 2021, with interviews to take place in the following week. The role is part time from September 2021.

Radnor House Twickenham is a member of Dukes Education, a family of schools, teachers, learners and parents connected by our pursuit of an extraordinary life for every member of our community. To learn more about our family, visit [Dukes Education](#) website.

Radnor House Twickenham is committed to safeguarding the welfare of children and expects the same from its employees. All new staff will be subject to enhanced DBS clearance, checks of identity, qualifications and employment history and satisfactory references. We are an equal opportunities employer.