



## Job Description

<b>Directorate</b>	People
<b>Service</b>	School Meals Service

<b>Post details</b>	
<b>Job title</b>	School Meals Business Manager
<b>Grade</b>	Grade 7
<b>Location of work</b>	1 Time Square, Warrington
<b>Directly responsible to</b>	School Meals Strategic Manager
<b>Directly responsible for</b>	Central School Meals Service
<b>Hours of duty</b>	37 hours per week, 42 weeks per year
<b>Primary purpose and scope of the job</b>	
<p>To provide Business Management support to the School Meals Service, ensuring that it is efficient and cost effective, flexible and well maintained, and complies with school food standards and quality food hygiene regulations. Deputise for the School Meals Strategic Manager when required.</p>	
<b>Working Relationships</b>	
<ul style="list-style-type: none"><li>• School leaders, business managers, governors, teaching and school administration</li><li>• Members of the Council's Central School Meals Service and delivery teams based in schools</li><li>• Other employees based in the Council, including those in Human Resources, Finance, Procurement and IT</li><li>• External contractors and suppliers</li><li>• Professional bodies and organisations including APSE and LACA</li><li>• Trade Union and Professional Association Representatives</li><li>• Outside agencies and other local authorities.</li></ul>	

### **Key Tasks and Responsibilities**

1. Carrying out all business management responsibilities within the service, in line with the needs of school leaders, parents/carers and children and young people.
2. Line managing and supervising the office staff within the school meals central team, ensuring systems and processes are robust to meet the service needs.
3. Provide service support to the Account Managers, ensuring they are provided with the business intelligence and system support required for them to deliver a high quality and cost-effective School Meals Service.
4. Ensure strong working relationships with school leaders to maintain and improve service standards and resolve any general operational problems relating to service provision.
5. Support the School Meals Strategic Manager and service in exploring new opportunities to increase the take up of the service in schools, ensuring the business is sustainable within the resources available.
6. The procurement of food, materials, heavy and light equipment and protective clothing in line with Council policy and procedures to support the delivery of the service. This may include working alongside procurement colleagues to set specifications for goods and services.
7. Work closely with the Area Account Managers to ensure that delivery teams in schools are compliant with health and safety regulations, food safety regulations (including practices around managing allergies), school food standards, COSHH and food hygiene regulations related to the provision of catering services including the safe use of materials and equipment and preparation of food.
8. Business continuity ensuring that operational challenges, issues and risks are resolved effectively and in a timely fashion escalating issues/problems that are not covered by practices and procedures and/or cannot be resolved to the Strategic School Meals Manager
9. Putting in place an annual business plan, business continuity plan and risk assessment which support the effective delivery of the service.
10. Overseeing the performance of the service against the standards agreed in the Service Level Agreement, including providing monthly, quarterly and annual reports which support managers and senior leaders to make evidence-based decisions around the development of the service.
11. To develop appropriate networks across School Catering Services and with other relevant service providers to share learning and experiences.
12. To review and contribute to the development of all policy and procedures as appropriate for the service and ensure that existing policies and procedures are properly understood by staff, adopted and maintained.
13. To consult with staff, trade unions and employees in Industrial Relations, Health and Safety and other personnel related matters.

14. To operate the Council's Disciplinary, Capability, Recruitment and Grievance procedure as a delegated responsibility of the Director for Education.

**Review Arrangements**

The details contained in this job description reflect the content of the job at the date it was prepared; however, it is inevitable that over time, the nature of the jobs may change. Existing duties may no longer be required, and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Council will expect to revise this job description from time to time and will consult with the post holder at the appropriate time.

<b>Prepared / Revised By</b>	Cassandra Small
<b>Role</b>	Strategic Manager School Meals
<b>Date</b>	February 2026