

LUNCHTIME MANAGER - British International School of Stockholm, Cross-campus

About BISS

Established in 1980, the British International School of Stockholm (BISS) is an all-through international school with a vibrant community of students from over 50 countries aged 3-18 years. Our holistic philosophy emphasises both the intellectual and personal development of our students. We provide a strong pastoral system, broad curriculum and exciting enrichment opportunities to meet the needs of a diverse student population. Meeting internationally recognised standards of excellence, BISS is proud to be an accredited member of the Council of British International Schools (COBIS).

Situated in the Danderyds Kommun area, BISS develops on two campuses: Altorp (Östra Valhallavägen 17, Djursholm), which hosts students from nursery to year 4, and Ekeby (Rinkebyvägen 4, Danderyd), which hosts students from year 5 to year 13.

Our members of staff

Like our student body, BISS employees - currently more than 140 - come from many different countries and a rich range of backgrounds. BISS's vision is to empower people to be their best and we strongly believe in this not only for our students, but for our staff as well. Among many others, our core values are curiosity, resilience, and respect - fundamental characteristics that we admire and look for in all our members of staff.

Safeguarding

The British International School of Stockholm is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to relevant police checks, the receipt of satisfactory references and the production of relevant original ID documentation and examination certificates. The successful candidate must also be willing to undergo child protection training appropriate to the post.

Job Details

Job title:	Lunchtime Manager
Employer:	British International School of Stockholm
Location:	Stockholm, Sweden (Altorp Campus & Ekeby Campus)
Contract type:	Part time
Contract term:	Permanent
Hours of work:	9:00 - 15:00
Salary:	Based on qualifications and experience
Job starts:	As soon as possible

About the job

The British International School of Stockholm is now seeking to employ a **Lunchtime Manager** to join our committed team of lunchtime assistants. We are looking for a hard-working, organised and friendly team leader who is passionate about team-work and international education. The role includes managing the team as well as supervising children during lunch. Our ideal candidate must have good interpersonal and leadership skills, be trustworthy, reliable, punctual and confident working with children.

Responsibilities and expectations

- Managing the school's lunchtime staff, both at the Altorp and Ekeby campus
- Travelling between the two campuses to attend to all lunchtime staff and ensure consistency between the two kitchens
- Being a good role model for other members of the team, supporting and guiding them in daily tasks
- Setting the pace and standards for the lunchtime staff
- Training and developing the team to deliver the food to a high standard
- Establishing and maintaining working routines for the kitchen
- Supervising the standard of cleanliness and safety for the kitchen
- Attending to administrative tasks pertaining the team
- Overseeing hiring and scheduling for the kitchen
- Being responsible for new team members' induction
- Preparing and serving food, being aware of dietary requirements and allergies
- Organising and cleaning lunch room and kitchen areas
- Encouraging good behaviour and manners
- Contributing to the overall ethos, work and aims of BISS
- Attending training courses as required
- The job can involve a lot of standing and walking, and also heavy lifting

Minimum qualifications

- Strong leadership and communication skills
- Strong organisational skills
- Excellent timekeeping
- General IT competency
- Being a flexible team player with good interpersonal skills
- Fluent spoken and written English
- Eligibility to work in Sweden

Preferred qualifications

- Previous experience managing a team
- Experience working in a school setting and/or school kitchen
- Good spoken Swedish

To apply

Please send the following documents to recruitment@bisstockholm.se, putting “**Lunchtime Manager**” as the email subject:

- A completed application form, that is found on our [website](#)
- CV including details of two professional references
- A letter of application

Successful candidates will be invited for an interview.

Closing date

The deadline for applications will be **Friday, May 5th**. However, BISS reserves the right to interview and appoint outstanding candidates before this date.

Please contact recruitment@bisstockholm.se for any queries about this role. For further information about the British International School of Stockholm, please visit our [website](#).