

(READVERTISED WITH REVISED HOURS)

**West Meadows Primary School**

**Catering Assistant**

Salary Details: Grade 1 SCP 2

Salary Range: £20,441.00 pro-rata

Hours Per Week: **10 hrs per week**

Contract type: Permanent, 39 weeks plus 2 inset days

**Please note that due to the nature of this position and the need to work with specific equipment, we are unfortunately unable to accept applications from individuals under the age of 18.**

The Governing Body at West Meadows Primary School are seeking to appoint a well-motivated, enthusiastic catering assistant. Applications are welcome from both experienced candidates as well as those seeking to start their career as a catering assistant.

As a catering assistant, your duties will include assisting with preparing meals using fresh ingredients from a set menu in a school kitchen. Ideally you will have knowledge of dietary requirements and current food legislation but the main attribute we require is a person with some experience and passion for food! You need to be able to work as part of a team as well as using your own initiative. General kitchen duties are also part of this role.

The successful applicant will have experience in the culinary/catering business or relevant training. You will be able to work as part of a team, have a `can do` attitude and a passion for food. Experience within an education setting is preferable. Minimum NVQ level 2 or equivalent is essential as is Food & safety. Health & Safety level 2 is desirable also.

In return we can offer you:

- Enthusiastic, well behaved children who are eager to learn and succeed
- Highly committed, enthusiastic and professional staff
- Dedicated governors and supportive parents who care passionately about the school
- A happy and welcoming learning environment

If you would like more information about the school or post, please speak with our headteacher, Becky Marsh on 01226 749164.

Application forms should be e-mailed to [recruitment@smat.org.uk](mailto:recruitment@smat.org.uk) with the subject heading of the email being the school name and post title.

The closing date for all applications is: **Midday on Friday 10<sup>th</sup> May 2024**

***This post is covered by the Disqualification under the Childcare Act 2006 and 2018 regulations. The preferred candidate for this post will therefore be required to complete a self-disclosure form.***



***Please note for this post you will be required to undergo an enhanced Disclosure and Barring Service check.***

***In line with KCSIE 2023 and guidance from The Safer Recruitment Consortium, shortlisted applicants will be subject to an online search.***

***Personal e-mail addresses i.e. Hotmail; Gmail; even if from a former manager/employer are not acceptable. Applicants must provide a business e-mail address for referees.***

***St Mary's Academy Trust is committed to safeguarding and promoting the welfare of the children and young people and expects all staff / volunteers to share this commitment.***

***To view our Safeguarding and Child protection policy please click on the following link -***

***<https://documents.stmarysacademytrust.co.uk/policies/Safeguarding%20Policy%20Draft.pdf>***

***To view our Recruitment of Ex-Offenders policy please click on the following link -***

***<https://documents.stmarysacademytrust.co.uk/policies/Recruitment%20of%20Ex-Offenders%20Policy.pdf>***

***St Mary's Academy Trust welcomes applications from both genders and is committed to equal opportunities.***

***Any personal data collated will only be used for the purpose for which it is intended i.e the selection process and where required to carry out pre-employment checks, your data will be shared only with the recruitment panel, the data will be stored securely. If you are the successful candidate, your data will form part of your personal file. If you are unsuccessful your data will be retained and destroyed securely in 6 months.***