

## **St Mary's CofE Primary School**

**School Meals Supervisory Assistant and Catering Assistant – These posts can either be applied for as a combined role to work 2.5hrs per day across both roles or either role can be applied for individually.**

### **School Meals Supervisory Assistant**

Grade Details: Grade 1

Salary Details: £22,366.00 pro rata

Hours Per Week: 5

Contract type: Permanent, Term Time only

The Governing Body at St Mary's CofE Primary School are seeking to appoint a well-motivated, enthusiastic School Meals Supervisory Assistant. Applications are welcome from both experienced candidates as well as those seeking to start their career as a School Meals Supervisory Assistant.

We are looking for someone who:

- Has the ability to relate well to children and adults and build positive relationships.
- Can work constructively as part of a team, understanding their role and responsibilities.
- Can use own initiative and is proactive in undertaking a range of duties.

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.

### **Catering Assistant**

Salary Details: Grade 1

Salary Range: £22,366.00 pro-rata

Hours Per Week: 7.5 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 St Mary's CofE 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.

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.

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 email the Headteacher, Lee Spencer on [l.spencer@smat.org.uk](mailto:l.spencer@smat.org.uk) or 01226 206422

The closing date for all applications is: **Midday on Monday 4<sup>th</sup> November 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 2024 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.*