

## **Job vacancy details for: Catering Assistant**

**Department: Children and Young Peoples Directorate**

**Salary: Grade B, point 4, £18933 (per annum, pro-rata)**

**Hours: 15 hours per week, 10:30am – 1:30pm Monday to Friday, 38 weeks per year**

**Contract Type: Temporary for 1 year in the first instance with the potential for the role to become permanent (no holidays to be taken during term time).**

**Location: Cavendish Close Infant School**

The Headteacher and Governing Body are looking to appoint a reliable and enthusiastic individual to work alongside our Catering Manager and Catering Assistants to deliver a first class meal service at Cavendish Close Infant School.

We are looking for somebody that can join our dedicated team as soon as possible.

The person appointed to this position will need to be flexible, well organised and professional and have the ability to communicate with staff and pupils at all levels. On occasion the post holder may be required to step up to the next position when required. Previous kitchen experience and a basic food hygiene certificate is essential.

Cavendish Close Infant and Nursery School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The successful candidate will therefore require an enhanced Disclosure and Barring Service (DBS) check and any job offer will be subject to satisfactory references.

Unfortunately due to COVID-19 we are unable to welcome visitors to the school at this time.

Should you have any questions relating to this role please do not hesitate to contact the school office on 01332 662239.

The job description, person specification and application forms are also available on the school website [www.cavclosei.derby.sch.uk](http://www.cavclosei.derby.sch.uk)

Please ensure that you fill in every section of the application form as fully as possible and that you thoroughly provide your full employment history. We will require two referees for every applicant, one of which must be your most recent employer, please include all relevant contact details for each referee. Please see attached guidance for further tips on filling in the application form.

Completed applications should be returned to [admin@cavclosei.derby.sch.uk](mailto:admin@cavclosei.derby.sch.uk)

**The closing date for this vacancy is 12 noon on Monday 11<sup>th</sup> October 2021. Any application forms received after the closing date will not be accepted. Interviews will take place on Monday 18<sup>th</sup> October 2021.**

**Shortlisted applicants will be notified by Wednesday 13<sup>th</sup> October, if you have not heard from us by this date your application will have been unsuccessful on this occasion**