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| **Job title** | Assistant Catering Manager |
| **Location** | The Deepings School |
| **Salary range** | £18065 - £19,171 per annum, full time equivalent.  £13,533 to £14,362 per annum actual salary. |
| **Start date** *(this will default to ‘asap’ if unspecified)* | 28/10/2019 |
| **Closing date for applications** | 12/09/2019 |
| **Interview date** *(if applicable)* | TBA |
| **Job details**  Temporary maternity cover. The post is temporary to cover a period of maternity leave.  32.5 hours per week. 07:00 to 14:00 Monday to Friday during term time, with a 30-minute unpaid meal break. The post is for 38 weeks during term time, plus 3 staff training days and a further 16 hours (4 days x 4 hours) during school holidays for cleaning purposes. The working pattern is fixed and non-negotiable.  The job description sets out generic duties and levels of responsibility.  The Postholder will be required to carry out the following duties:   * Checking of and accepting deliveries * Baking * Breakfast club – set up, serving food and interacting with students * Vendor refill and clean * Setting up serving outlets * Delivering refreshments (teas / coffees / buffets) around the site to colleagues and visitors * Operating the cashless catering touch screen till (Cunningham’s Fusion system) * Serving hot food * Cleaning down and resetting of hall * Deputising for Catering Manager in their absence * All round cover – go anywhere and do anything! Flexibility to assist colleagues with their duties.   Time management skills are very important, as many of the jobs that the role involves are time critical. These jobs are essential to the operation of the school and must be carried out without fail. Attention to detail and being able to manage own time proactively are essential skills.  The school promotes healthy eating and a wide variety of healthy snacks and cooked meals are available for staff and students. The school has been awarded a 5-star hygiene rating.  Food Hygiene training is essential and will be provided.  Salary will be paid at Grade 3 points 6 to 9 with starting salary £13,533pa.  **We are committed to safeguarding and promoting the welfare of children and young people and require all staff and volunteers to share and demonstrate this commitment. The successful candidate will have to meet the requirements of the person specification and will be subject to the relevant pre-employment checks which will, where applicable, include a health check, an enhanced DBS check, the Children’s Barred List check and satisfactory references.** | |
| **Application details:** | Applications must be on a school application form, available from the school website. CVs will not be accepted. Applications must be received by midday on the closing date.  Please email your application to [speacock@deepingschool.org.uk](mailto:speacock@deepingschool.org.uk) or post it to Mrs Sandra Peacock, HR Manager at the school address. |