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Steyning Grammar School and Sixth Form College

Day and Boarding

Shooting Field Campus 01903 814555
Sixth Form College 01903 810526
Shooting Field, Steyning, West Sussex, BN44 3RX

Towers Campus 01903 946880
Henfield Road, Upper Beeding, West Sussex, BN44 3TF

Rock Road Campus 01903 744884
Rock Road, Storrington, West Sussex, RH20 3AA

SGS Boarding 01903 817601
Church Street, Steyning, West Sussex, BN44 3LB

Executive Headteacher: Mr Mark Marande | Associate Headteacher: Mrs Natasha Nicol | Email: sgs@sgs.uk.net

Dear Applicant

September 2021

Post of Kitchen Assistant

Thank you for your interest in the above position at Steyning Grammar School.

The School

Steyning Grammar School is a unique successful and dynamic learning community with our 'Journey to Excellence' built on traditions of excellence and highest expectations, combined with a commitment to innovating and new thinking – supporting our students in being the best they can be in preparing them for their futures. In joining us, you will benefit from being part of a multi-academy trust offering the support of experienced colleagues across the Bohunt Education Trust schools where there are greater opportunities for career progression for those with both potential and aspirations.

The Post

We are looking to appoint an enthusiastic and energetic Kitchen Assistant to join our catering team.

To perform the duties outlined in the enclosed job description the successful applicant will need the ability to work on their own and as part of a team, and to relate well to young people. There are no specific academic requirements for the post but knowledge of basic Food Hygiene and Healthy Eating guidelines would be an advantage.

As we are a multi-campus school (Shooting Field, The Towers, (Upper Beeding) and Rock Road, Storrington) and requirements change from term to term and from year to year, the post-holder must be willing to work on all school locations.

This is permanent, term time only plus inset days position, working up to 25 hours per week (10:00 – 15:00), with an additional 3 cleaning days per year; one per term. The salary is £17842 per annum pro rata.

Due to the nature of this job, if you are successful in your application you will be subject to an enhanced Disclosure and Barring Service with barred lists check. This will be done by means of applying for a DBS certificate through the Disclosure and Barring Service. Disclosures include details of cautions, reprimands or final warnings as well as convictions, spent or unspent.

Proud to be part of the Bohunt Education Trust



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If you would like to apply for this position, please complete an application form and return it to Mrs Terri Jeffrey at recruitment@sgs.uk.net **by 9 am Friday 24 September 2021**. Arrangements for the interview process will be confirmed to the successful applicant in due course.

Please note interview will take place **w/c Monday 27th September 2021**.

We also require a full and complete CV, spanning the time from when you left school up to the present time.

Two references are required for all candidates, one of whom must be your current or most recent significant employer. If you do not wish a referee to be contacted prior to interview it is important that you indicate this alongside the referee's details on the application form.

Please kindly note, I will only contact you again if your name appears on our short list.

Stepping Grammar School are now proud to be part of Bohunt Education Trust.

We are committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Yours faithfully

**Mrs Nat Nicol
Associate Headteacher
September 2021**