




Job Title:	Assistant Catering Co-ordinator – Sleepover Club
Summary/ Advert Text	<p>SAXON HILL ACADEMY Kings Hill Road Lichfield WS14 9DE 01543 414892 email: office@saxonhill.staffs.sch.uk website: www.saxonhillschool.org.uk</p>  <p>Saxon Hill Academy is a school for children and young people aged from 2 to 19 years of age who have physical disabilities, complex medical, sensory, communication difficulties and diverse nutritional needs.</p> <p>The school's Sleepover Club provides a 14 bed centre that supports pupils during term time, developing confidence, self-help, independence and life skills.</p> <p>We require a competent Cook as soon as possible to join our in house catering team and to help make a difference to young peoples' lives.</p> <p>The successful candidate will need to be a skilled, homely cook who is able to plan and produce nutritionally balanced meals taking into account individual needs and specific dietary requirements. Engagement with the young people who access the facility is also an important part of the role. Catering will be for between 15 and 20 people, breakfasts and early evening meals and the role will include some domestic kitchen duties. A Food Hygiene Certificate L2 is desirable although training will be provided.</p> <p>This School is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment.</p> <p>This position is subject to an Enhanced Disclosure check under the Rehabilitation of Offenders Act 1974. Further details regarding this check are available from school or by visiting https://www.gov.uk/government/organisations/disclosure-and-barring-service</p> <p>Application packs are available from the school office, or by email from paula.harley@saxonhill.staffs.sch.uk. Applications with a covering letter should be returned to Mrs. P. Harley, HR Officer.</p> <p>Visits to the school prior to application or interview are encouraged and may be arranged by appointment.</p>
Salary:	FTE £= £15,613 - £16,491 equating to pro rata/term time £7,296.30 - £7,706.61
Closing Date:	9am Friday 16 th February
Scale:	Grade 3
Location:	Saxon Hill Academy, Kings Hill Road, Lichfield, WS14 9DE
Vacancy Type:	Permanent, term time only post. Split shifts: Mon 2.30pm – 5.30pm Tues, Wed, Thurs 7.30am – 9.30am and 3:00pm – 6:00pm Fri 7.30am – 9.30am (Job Share considered)
Hours	20 hours per week, term time only
Job Category:	School Support
No. of Positions	1
Department:	Saxon Hill 7039

