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**Bulphan CofE Academy**

**Vacancy for Catering Assistant**

10 Hours per week – Monday – Friday (2 hours per day across the lunch period for example 11.30 am - 13.30 pm)

38 weeks per year (term time only)

Essex Salary Scale 2, Points 3 – 4, £23,426 - £23,803 (Actual annual salary £5,294.34 – £5,379.54 including fringe), plus mileage payments.

We have a vacancy for a Catering Assistant to join our small, friendly team.

Duties will include:

- Setting up dining hall ready for service and clearing away ready for the commencement of the afternoon school session.
  - Collect meals from Orsett CofE Primary to Bulphan CofE Academy.
- Serve food to children with a strong emphasis on good customer service and managing allergens and other dietary needs.
- Maintaining the workflow within the school kitchen with particular regard to washing up during and after service.
  - Correct usage of kitchen equipment in line with current guidelines.
  - Ability to undertake all aspects of cleaning (light and heavy) under the direction of the Head Teacher, adhering to current guidelines with regard to health & safety, cleanliness and hygiene.
  - Flexibility to cover additional hours if required and a willingness to undertake relevant training.
  - The postholder is expected to have a responsible attitude and good self-presentation.
  - A Full Driving Licence and access to a car is essential, including the addition of Business Use on the car insurance policy.

We can offer you:

- A warm, welcoming environment where the focus is on developing and nurturing a lifelong love of learning.
- A caring, friendly, Christian ethos that aims to develop everyone to their full potential and where every person is valued;
- A school with a strong commitment to professional development.

Please take care to complete the application in full as incomplete applications will not be considered.

Bulphan Church of England Academy is a friendly village school in Bulphan, Thurrock. We are an Academy and are part of the Diocese of Chelmsford Vine Schools Trust. The Vine Schools Trust is a growing academy Trust currently serving twenty-three schools across the Diocese.

At Bulphan CofE Academy we all work together to recognise individual needs and support every child. We firmly believe that collective worship is an integral part of our community and through it, our children develop spiritually, morally and socially. Our class teachers are supported by an experienced team of Teaching Assistants who also take on

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email: [admin@dcvst.org](mailto:admin@dcvst.org)



additional responsibilities within the school. We have an efficient and dedicated team of administrative staff and a strong, supportive Local Schools Board.

We are committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. The appointment is subject to safer recruitment procedures which will include an advanced DBS check. Visits are encouraged and warmly welcomed.

If you require further information about this role or wish to apply for this position, please send your completed application form to Sharon Anderson @ [Sharon.anderson@dcvst.org](mailto:Sharon.anderson@dcvst.org)

If you would like to arrange a visit to the school please call our office on 01375 891220.

Closing date for applications: Monday 25th March 2024

Interview date: Thursday 28th March 2024

Start date: May 2024

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