



## **Catering Assistant** **To commence As soon as possible**

We are seeking to appoint a Catering Assistant on a permanent term time only basis to join our busy catering team.

The successful candidate will be efficient, flexible and well organised to assist with the preparation of food and drinks as well as serve at designated times during the academy day and offers an opportunity to help and support both campuses as directed. Previous catering experience will be desirable; however, full training will be given.

### **Responsibilities of the Post Holder**

The main responsibilities are in accordance with the job description for Catering Assistant.

### **Remuneration and Working Time**

The hours of work required for the role are 25 hours (including 30 minutes unpaid break), 5 days per week, 9:30am - 2.30pm, term time only. Annual salary for a Catering Assistant will be in accordance with the academy Local Government Pay Scale, which for appointment for a full time post currently involves a salary of Band 1 Point 7 in the range of point 7 – 10 (2023/24 pay awards) with an actual starting salary range of £9,393.27 - £9,603 annum.

Salaries are reviewed by national negotiation with effect from 1<sup>st</sup> April each year. Progression through the pay scale is subject to an acceptable annual performance development review process.

### **Application Process**

If you are interested in the position and wish to discuss the post prior to application, please email Mrs Dorcas Ologunde, Director of Human Resources, at [d.ologunde@plume.essex.sch.uk](mailto:d.ologunde@plume.essex.sch.uk), to arrange a telephone conversation. We are very proud of our academy and what we can offer new members of our team. The Director of Human Resources will be pleased to discuss the post and provide further information about the academy.

To apply please complete the Plume Academy application form (please see link via our website). This must be completed and submitted to [HR@plume.essex.sch.uk](mailto:HR@plume.essex.sch.uk) by the closing date stated (unaccompanied CVs or third-party application forms will not be accepted).

**Closing Date: noon Monday 17 April 2023**  
**Interviews are likely to take place during that week**

**Plume Academy remains fully committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and trustees to share this commitment.**