



Shuttleworth College, Burnley Rd, Padiham, Lancs. BB12 8ST  
Tel: 01282 682300 Fax: 01282 682312

### **School Assistant Catering Manager**

37 hours per week 7.15am – 3.15pm

Term time only plus 5 days

Grade 5 points 17-21

£18,672 - £20,541 pro rata

Actual Salary £16,132 - £17,746

We are looking to appoint a dynamic and self-motivated individual to work alongside our Catering Manager to manage the day to day running of our busy school kitchen. Duties include management of staff rotations, preparation and serving of food, cleaning duties and assisting with banking and reporting procedures. The role will also involve ordering and management of stock and organisation of catering for wider school meetings and events. You will also be responsible alongside the Catering Manager for maintaining agreed standards in relation to food and kitchen hygiene.

The successful candidate must be able to demonstrate previous experience within a catering environment, preferably within a leadership position and already hold or be willing to undertake the Level 2 award in Food Safety. Previous experience within a school environment would be advantageous however is not essential.

Applications forms are available from [www.shuttleworthcollege.org](http://www.shuttleworthcollege.org) . We are happy to receive applications by email to [eatkinson@shuttleworth.lancs.sch.uk](mailto:eatkinson@shuttleworth.lancs.sch.uk). Please note due to safeguarding procedures we are unable to accept CV's.

Closing date Friday 28<sup>th</sup> September at 9am.

*Shuttleworth College is committed to safeguarding and promoting the welfare of its students and the appointment will be conditional upon DBS enhanced clearance.*