**POST: PART TIME PERMANENT Catering Assistant and OOSC Assistant**

**20 hours per week**

Governors at Poulton St Chad’s C of E Primary are looking to appoint a Catering Assistant who will assist in the kitchen at lunchtimes and after school in helping to prepare and serve children’s meals. The successful candidate will also support children in recreational activities in our After School Club.

Working hours for Lunchtime is **11:30pm-1:30pm Monday- Friday** (10hrs)

After School Club **3:00pm-5:00pm Monday- Friday** (10hrs)

We are looking for someone who will:

* Be efficient in preparing meals, snacks, eating areas and suitable activities
* Clean areas and equipment to regulated standards
* Follow our procedures for Health and Safety, Food Hygiene, Safeguarding and First Aid and others.
* Have skills in supervising and interacting positively with children.
* Establish fair, respectful and supportive relationships with children.
* Have high expectations for themselves, their colleagues and the children.
* Effectively communicate and work well in a team
* Be a hardworking, loyal member of our team who will contribute to making our school even better.

We can offer you:  
- A friendly, experienced and supportive staff team.

- Wonderful children with supportive parents.

- A commitment to your professional development.  
- An environment where you will be valued and celebrated yet challenged to improve.  
- A commitment to your wellbeing - happy employees are good employees

- A supportive Governing Body, who are dedicated in their support of the school.

Diocesan application forms are available online- please make sure you save your application form carefully. We will not accept Lancashire County Council application forms. Please email your applications to Mrs Bitsakaki, Headteacher:

head[@poultonstchadsce.lancs.sch.uk](mailto:bursar@poultonstchadsce.lancs.sch.uk)

Contact the school office on 01253 883639 if you have any further questions.

Closing Date: Tuesday 25th February 2025 at noon

Shortlisting: Tuesday 25th February at 4pm

Proposed Interview: Friday 7th March 2025

Start Date: asap

Grade Level: FLW for Catering (10hrs) and Grade 3 OOSC (10hrs)