



Catering Assistant **October 2024 start**

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 10 hours Monday to Friday, 12:30 -14:30 term time only (38 weeks). Actual starting salary will be £4,988 per annum, pro-rated (including holiday pay) at Band 1, Point 7, £22,070 within the range of Point 7–10 (2023/24 pay awards).

Salaries are reviewed by national negotiation with effect from 1st 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, 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 Online Plume Academy application form (<https://plumetrust.facebook.co.uk/Vacancies/Detail?campaignRef=SCH-PT-0023> /Apply Now button). This must be completed by the closing date stated (unaccompanied CVs or third-party application forms will not be accepted). Late applications may not be accepted.

Closing Date: noon Monday 30 September 2024

Interviews: From Wednesday 2 October 2024

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.