



Romero
Catholic Academy Trust



All Saints'
Roman Catholic High School,
A Voluntary Academy

Headteacher:

Address:

Telephone:

Email:

Website:

Mr Brian McNally, MA, BSc (Hons), NPQH.

Haslingden Road, Rawtenstall, Rossendale, Lancashire, BB4 6SJ

01706 213 693

office@allsaintshigh.lancs.sch.uk

www.allsaintshigh.lancs.sch.uk

VACANCY

CATERING ASSISTANT x 3 POSTS

Required as soon as possible

All Saints' Roman Catholic High School is a small and friendly school judged by Ofsted as Good. It is a community in which students are happy and where every child is known and valued. Further information is available on our website: www.allsaintshigh.lancs.sch.uk.

We have 3 vacancies for committed individuals to join our Operational Support Team as a Catering Assistants.

Posts 1 and 2.

These posts are paid at Grade 2 (SCP 1 (FLW), currently £9.30 per hour).

The posts are permanent and part-time.

The roles are offered at 20 hours per week, to be worked between 8.00am – 2.00pm (to be agreed), Monday to Friday, term-time only (38 weeks per year).

There is potential that working hours may be increased in order to provide additional support, such as at open evenings, though this would be by agreement.

Post 3.

The post is paid at Grade 2 (SCP 1 (FLW), currently £9.30 per hour).

The post is casual, meaning hours are offered and worked when needed – such as to cover staff absences.

Hours would be worked between 8.00am – 2.00pm (to be agreed), Monday to Friday, term-time only (38 weeks per year).

Pay would be claimed monthly, and paid monthly in arrears.

We are looking for individuals who will:

- Complement our team with their enthusiastic and positive attitude.
- Be able to multitask effectively.
- Be able to work under pressure and use their initiative.
- Have a sense of humour, caring nature and build strong relationships with everyone.
- Thrive in a busy school environment.

We are committed to safeguarding and promoting the welfare of young people and expect all staff to share this commitment. The successful applicant will be subject to an Enhanced DBS check.

We do not hold a sponsorship licence and can only consider applications from candidates who are legally entitled to work in the UK. If you do not have the right to work in the UK, your application will not progress.

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An information and application pack and further details can be obtained on the school website www.allsaintshigh.lancs.sch.uk, or from Ms Cat Gillies, School Business Manager, by e-mail to c.gillies@allsaintshigh.lancs.sch.uk.

Applications must be submitted on the provided application form – for safeguarding reasons we cannot accept CVs.

Applications should be addressed to the Chair of Governors and be sent to Ms Cat Gillies, School Business Manager, by e-mail to c.gillies@allsaintshigh.lancs.sch.uk by the closing date **of 12:00 midnight on Wednesday 20/10/2021.**

We reserve the right to close down a vacancy early, before the closing date, if we receive sufficient applications.

Interview dates to be confirmed.

Information pack:

1. Advert
2. Person Specification
3. Job Description
4. Risk Identification Form
5. Pay Scale
6. Sample contract
7. Notes To Applicants
8. Immigration, asylum and nationality act 2006 information for candidates

Application pack:

9. Covering letter - optional
10. Application form
11. Rehabilitation of Offenders Disclosure Form
12. Recruitment Monitoring Form