

**St. Stephen's CE Primary School (London Borough of Hammersmith & Fulham)**

Uxbridge Road, Shepherds Bush, London W12 8LH

020 8743 4483

[www.ststephensce.lbhf.sch.uk](http://www.ststephensce.lbhf.sch.uk)

**Catering Assistant**

**Scale 2 / Point 3 FTE £27,711**

25 hours per week (9am to 2pm)

Term time only, 39 week

Pro rata salary £16,480.46 per annum / £1,373.37 per month

We are a successful, high achieving, multi-cultural two form entry school in the heart of Shepherd's Bush.

We are looking to appoint a committed Catering Assistant to assist with delivering high quality nutritious meals. This is an exciting opportunity to work in a primary school within a very supportive community.

**Key Responsibilities:**

- To assist the Chef with the preparation of high quality meals for pupils and staff. This will include washing, peeling, chopping, cutting, and cooking. You will also help to prepare salads and desserts.
- To assist with the preparation of snacks for the extended school provision (Breakfast Club and After School Clubs)
- To assist in the monitoring and maintaining of records of daily fridge, freezer and food temperatures, in accordance with Food Hygiene Regulations and Health and Safety Policy.
- To maintain high standards of food safety and hygiene in the school catering areas in accordance with Food Standards Agency and adhere to the requirements of food safety and hygiene legislation at all times

Please visit our [website](#) and [Instagram](#) page for information about our school. Please contact the Assistant Head, Sally Bouwman, on Tel: 020 8743 4483 to arrange a visit or if you have specific questions about the post.

**If shortlisted, the candidate will be required to prepare a dish during the interview process.**

If you wish to apply, please contact the School Business Manager Natasha Joahill on [sbm@ststephensce.lbhf.sch.uk](mailto:sbm@ststephensce.lbhf.sch.uk) for an application pack. **Please note CVs are not accepted.**

We are committed to ensuring the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We adopt a fair, robust and consistent recruitment process which is in line with Keeping Children Safe in Education guidance. This includes online checks for shortlisted candidates - you can read more about this in our Safer Recruitment Policy [here](#) All offers of employment are subject to an Enhanced DBS check, references, and where applicable, a prohibition from teaching check.

The post you are applying for is exempt from the Rehabilitation of Offenders Act 1974 and therefore you are required to declare any convictions, cautions, reprimands and final warnings that are not 'protected' (i.e. filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Expectations) order 1975 (Amendment) (England and Wales) Order 2020.

We welcome applications from all sections of the community, regardless of age, gender, ethnicity, religion, disability or sexuality. We are committed to providing equality and fairness throughout our recruitment and employment practices and not discriminating on any grounds.

**Nearest Tube stations** Shepherd's Bush Market (Circle and Hammersmith & City Lines); Shepherd's Bush or Wood Lane (Central Line)

**Bus routes** 72, 148, 207, 260, 283, SL8

**Closing Date:** Wednesday 18<sup>th</sup> September 2024 noon

**Interviews:** to be agreed

**Start Date:** as soon as possible