

Pickwick Academy Trust



Ivy Lane School
Chippenham
Wiltshire
SN15 1HE
Tel: 01249 652556
Website: www.ivylane.wilts.sch.uk

Catering Assistant

Pickwick Academy Trust is looking to recruit a part-time Catering Assistant based at Ivy Lane School, for 20 hours per week, 10am – 2pm, Monday to Friday (38 weeks per year, term time only), on a fixed-term basis, from Tuesday 5th November 2019 until Wednesday 22nd July 2020. Salary B1 £17364 pro rata, per annum (£9.00 per hour).

Ivy Lane School is a vibrant and welcoming school community, situated near Chippenham town centre and is one of four local schools which form Pickwick Academy Trust.

We are seeking an enthusiastic catering assistant to support our dedicated team.

We are keen to hear from individuals who are patient, calm, organised and adaptable. Being able to work as part of a team is essential as well as being able to use your own initiative.

Duties will include helping to prepare food, setting up the dining area, serving the children with hot food, tidying and cleaning up after lunchtime.

At Pickwick Academy Trust we are committed to safeguarding children and promoting the welfare of children and young people and we require anyone joining our school to actively contribute to this commitment. All successful candidates will be subject to Disclosure and Barring Service (DBS) checks along with other relevant employment checks.

School visits are encouraged. Please contact Mrs Kerry Nowosielski (Admin Officer) on 01249 652556 to arrange a visit.

Interested candidates are required to complete and return an application form by 9am on Tuesday 16th July 2019

Interviews will be held on Tuesday 23rd July 2019

If you have not heard from Ivy Lane School by Tuesday 23rd July 2019, please be advised that on this occasion you were not successful at being shortlisted for interview. Please do not let this deter you from applying for future positions within Ivy Lane School.

Please download an application form and information pack from our website www.ivylane.wilts.sch.uk (This is shown under “News & Events, Vacancies”).

Please return your completed application form to pickwickrecruitment@corsham-pri.wilts.sch.uk or contact Louise Keohane, HR Officer, Pickwick Academy Trust, c/o Corsham Primary School, Pound Pill, Corsham, Wiltshire, SN13 9YW. Tel 01249 712387.