



**The Roman Catholic Diocese of Hexham and Newcastle
In partnership with Bishop Wilkinson Catholic Education Trust**

GENERAL KITCHEN ASSISTANT

Grade 1 Pt 03 £18,562 pro rata

12.5 Hours per week over 5 days, TTO + 2 days, Permanent

School Name and Address:

St Leonard's Catholic School, North End, Durham, DH1 4NG

Headteacher: Mr C Hammill

Tel: 0191 3848575

Website: www.st-leonards.durham.sch.uk

Email: Admin@st-leonards.durham.sch.uk

Number on Roll: 1385

Required from as soon as possible

The successful candidate will work in the school kitchen and the other catering outlets here at St Leonard's Catholic School. You will be required to prepare in advance for service, serve over mid-morning break and lunchtime, and clean down after service.

Duties and Key Responsibilities

- Carry out basic food preparation tasks.
- Use kitchen equipment, as directed by your supervisor.
- Serve during mid-morning break and lunchtime.
- Wash crockery and utensils, and complete daily cleaning tasks in kitchen areas.
- Comply with Health & Safety and Hygiene regulations.
- Complete HACCP documentation on a daily basis.
- Report problems and issues, such as failing equipment and Health & Safety hazards to your Supervisor.
- Communicate effectively with staff and students within the school.
- Accept training to enable safe completion of duties.
- Carry out other duties as may reasonably be required from time to time.

St Leonard's Catholic School is part of Bishop Wilkinson Catholic Education Trust, a family of 5 secondary schools and 21 primary schools from across Gateshead, Sunderland, Durham and Northumberland, in the west of the Diocese. The Trust will expand to 30 schools by the end of 2021 and reach a total of 48 schools by 2022.

How to apply

Application forms and further details are available from our website and should be returned to Recruitment@st-leonards.durham.sch.uk. Please note that restrictions on visiting our school are still in force due to COVID-19

Only applications received on the CES application form will be considered for shortlisting.

The board and the Diocese are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This post is exempt from the provisions of the Rehabilitation of Offenders Act and is subject to an enhanced DBS check.

In compliance with the General Data Protection Regulation (GDPR), we wish to ensure you are aware of the purpose for which we are requesting your consent to collect and process the data we have asked you to provide on this application form. For further information on the data we collect and the reasons for this, please refer to the 'Notes for Applicants' document.

Equality Monitoring

Applicants are not required to complete the Equal Opportunities Monitoring Form, however, if they do, they will be helping the school to fulfil its obligations under the Equality Act 2010.

The Equal Opportunities Monitoring Form will be used purely for monitoring and statistical purposes and will not form part of the application or the recruitment process. The persons involved in the recruitment process will not have sight of the completed Equal Opportunities Monitoring Form.

Emailed applications are acceptable

Due to the ongoing COVID-19 outbreak, the interviews for this position may be remote, therefore if you are able, we would encourage candidates to hand sign any documents which require signature and then email the scanned version to the school. Original documents should be signed as soon as circumstances allow.