



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

GENERAL KITCHEN ASSISTANT

Salary: Band 2, Scale 3-4 Pro Rata
Contract: Permanent
Hours: 10 Hours/Week, Term Time Only

School Name and Address: St Joseph's Catholic Middle School
Highford Lane, Hexham, Northumberland, NE46 2DD

Headteacher: Paul Naughton
Tel: 014346 05124
Website: <https://bwcet.com/>

About the role:

We are looking to appoint a General Kitchen Assistant to join our catering team to assist in the preparation, cooking and serving of food and beverages, as directed. A food hygiene certificate would be advantageous. Applicants should have relevant experience working with food and/or in a kitchen environment.

About the school:

St Joseph's Catholic Middle School is part of Bishop Wilkinson Catholic Education Trust, a family of 5 secondary schools and 26 primary schools from across Gateshead, Sunderland, Durham and Northumberland, in the west of the Diocese. The Trust will expand to 37 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 <http://bwcet.com/vacancies/> and should be returned to recruitment@bwcet.com

Closing date: 20th October 2021

Shortlisting: 21th – 22nd October 2021

Interviews to be held: Week commencing 25th October 2021

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.