



Ursuline
High School
WIMBLEDON



URSULINE HIGH SCHOOL
CATERING ASSISTANT
GENERAL INFORMATION

Background

The Ursuline High School has been established for over 125 years in Wimbledon and is an outstanding Roman Catholic Girls School in the heart of Wimbledon. The Ursuline has strong Catholic identity and mission based on the charism of St Angela Merici.

The School currently caters for 1400 girls aged 11-18 which includes approximately 320 pupils within our Sixth Form.

Administrative Structure

This post will be responsible to the Catering Manager

Catering

The School runs its own catering system which includes a cashless catering system and vending machines.

Person Specification

The person appointed must be experienced in catering, well organised and possess good communication skills. They must possess initiative and be willing to work as part of a small, dedicated team. A flexible approach and calm manner is essential.

Salary

Salaries are payable on or about the 26th of each month. The salary for this post will be scale ME2 currently £27,345 per annum [paid pro rata]. Please note, however, that these figures are for a full-time post, whereas this position is term time only, (a total of 39 weeks). Your salary will be paid pro rata.

General Information

The position is subject to enhanced DBS disclosure.

The school is committed to safeguarding its students and post holders must be responsible for the safety of the students in their care.

The position is subject to a six-month probationary period.

The main duties attached to the post are listed on the enclosed sheet.

The post is superannuable with the option of a 6% contributory pension scheme.

On your supporting statement, please relate to the main duties on the job description, giving examples of your skills, abilities and experience.

Application forms to be returned to **Evelyn Davern SLT Business Support, Ursuline High School, Crescent Road, Wimbledon, London, SW20 8HA** or by email evelyn.davern@ursulinehigh.merton.sch.uk