



**URSULINE HIGH SCHOOL**  
**CATERING DEPARTMENT BACKGROUND**  
**AND CHEF PERSONAL SPECIFICATION**

### **Administrative Structure**

**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 an experienced Chef 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 are essential.

### **Salary**

Salaries are payable on or about the 26th of each month. The salary for this post will be ME4, point 4, £29,025 FTE per annum (paid pro rata). 25 hours per week for 38 weeks per year (term-time only), Equating to actual salary of £17,567 per annum.

Working Schedule: 25 hours per week - Monday – Thursday 8:00am – 2:00pm (30-minute break) & Friday 10:30am – 1:30pm

### **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 Job Description.

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](mailto:evelyn.davern@ursulinehigh.merton.sch.uk)