

April 2008

Dear Applicant

**Re: Catering Manager Vacancy**

Thank you for your interest in the above vacancy. We hope that after reading the information about our school and this post, you will decide to apply using the forms which are available on this site. We have included, for your information, the job description and person specification. If you would like to see our School prospectus it is available to view on this website.

We are looking for an experienced Kitchen Manager to run our busy kitchen, which serves both this School and Westcliff High School for Boys. The position involves the usual variety of tasks associated with kitchen management and we require the successful candidate to have proven experience in running a busy kitchen, including financial budgeting, management of staff, management and awareness of Health and Safety issues as well as the usual catering responsibilities of menu planning, food ordering etc.

The hours for this position are 37 per week, 7.00 am to 3.30 pm Monday to Thursday, 7.00 am to 3.00 pm Friday, during school term times including five non-pupil days, and one further week during school holidays as required (total 40 weeks per year). Pay for 4.8 weeks annual leave will also be given.

The starting salary for this position will be Band 4 (m) Point 28 of the Local Government Pay Scales (fulltime equivalent £22,844, actual pay £19,628 gross per annum).

Westcliff High School for Girls is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to undertake an enhanced Disclosure via the CRB which meets the requirements of the school.

We look forward to receiving your application. If you have not been invited to interview within four weeks of the closing date, please assume that your application has been unsuccessful.

Yours sincerely

Dr Paul Hayman  
**Headteacher**

Encs: Job Description  
Person Specification  
Application form  
Recruitment monitoring form  
Equal opportunities statement  
Employment of Ex-Offenders statement  
Child Protection policy