



# ELLESMERE PORT CATHOLIC HIGH SCHOOL

*'I have come so that they may have life and have it to the full' John 10.10*

September 2021

Dear Applicant

**Assistant Cook AKCT2025B**  
Grade 3 (£18,198 - £18,933)  
Paid pro-rata (actual pay £10,834 - £11,271)  
25 hours per week

Thank you for your enquiry regarding the above position.

We are looking to appoint to start as soon as possible, an Assistant Cook to join our catering team. The working hours will usually be between 8.00am and 2.00pm, during term time, with an additional 8 days during school closures for staff training and cleaning.

The successful applicant is expected to prepare and present food to a high standard, complete daily food checks and direct a small team. You will need to be highly self-motivated and have a flexible approach to the role.

Previous experience in a catering role is essential, however we would also welcome applicants who are willing to learn on the job, with the drive and commitment to providing a quality service. Good stamina and a degree of physical ability is also necessary for this role.

Persons interested in this vacancy are invited to contact Mrs L McDougall, Catering Manager, to discuss the role in more detail before submitting an application.

Enclosed is a copy of our job description, person specification and application form. The completed application form should be returned by **Tuesday 12<sup>th</sup> October at 9am** to [Human.Resources@epchs.co.uk](mailto:Human.Resources@epchs.co.uk). Interviews will be held the following week.

Please complete the application form in full; CVs will not be accepted as a substitute for the information required, a covering letter explaining why you are applying for this post would be appropriate.

We take our responsibility to protect and safeguard the welfare of our students seriously. Successful candidates will be DBS checked. The school is committed to Equality of Opportunity.

If you have any queries, please do not hesitate to contact me.

Yours sincerely

**Mr C Jones**  
Business Manager

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Headteacher: Mrs C. Vile B.Ed. Hons

