



**The South Wolds
Academy
and Sixth Form**

October 2020

Catering Assistant

Thank you for your interest in this post and for taking time to find out about us. The South Wolds Academy and Sixth Form is a fantastic school. Superb relationships with students and parents underpin all of our work across the Academy. If you have never worked in a school before then this is a great opportunity for you to apply your skills and experiences in a different context and to make a real difference to children's lives.

The role involves general food preparation, serving pupils, washing up and cleaning duties. Previous catering experience is desirable but not essential.

An application form, job description and person specification is enclosed to help you decide whether you feel the post is suitable for you and to enable you to make a successful application.

Your application will go through a shortlisting process to decide if we will invite you for an interview. You stand a better chance of being invited for an interview if your application contains information about how you satisfy each of the points listed in the person specification. We are looking for someone who can show they meet all of the points that are listed as 'essential'. Don't worry if you can't write anything about the points listed as 'desirable' – we will still look at your application and decide if we want to see you.

You may also want to have a look at the school's website, www.southwolds.co.uk which contains more information about the school and its wider context.

We look forward to receiving your completed application form. The closing date for applications is as soon as possible.

If you have any queries, please contact me on 0115 937 3506 or email at vacancies@southwolds.notts.sch.uk

Yours sincerely

Gail Burrows
Office Manager

Church Drive, Keyworth, Nottingham NG12 5FF
e-mail: office@southwolds.notts.sch.uk Website: www.southwolds.co.uk
Twitter: @southwolds Telephone: 0115 9373506

Halina Angus BA (Hons), MA, NPQH Head Teacher

Sarah Brooks B.Sc (Hons) and Carol Shardlow B.Eng (Hons)
Deputy Head Teachers

