

POLEHAMPTON CE INFANT AND JUNIOR SCHOOLS

Polehampton CE Infant School
Hermitage Drive, Twyford RG10 9HS
0118 934 0246

Polehampton CE Junior School
Kibblewhite Crescent, Twyford RG10 9AX
0118 934 1138



VACANCY FOR OSC COOK

This is a part time, term time only position.

Hours: 10 hours per week (3-5pm)

Pay: Grade 3, Spine Point 5. £23,000* p.a. (£12.18 per hour*)

*This role is subject to a pay award (pending)

We are looking for an enthusiastic, friendly, efficient and organised person to join our hard-working team. Come and "let your light shine" at our wonderful school and help our new and thriving wraparound care offer (called Polecats OSC) as it grows.

Our new OSC provision, Polecats OSC is looking for a cook to assist the team day to day with food preparation and overall food safety.

Duties will include the following:

- Day to Day food preparation (both hot and cold)
- Cleaning of all food preparation areas
- Ongoing food preparation and cleaning paperwork and administration
- Assist with ordering produce
- Assist with meal plans and long-term menu selections
- Support Allergy Management.

To be considered for this position, you will need to:

- Be adaptable to aspects of the role
- Be efficient in completing tasks over short, medium and long term
- Be fully committed to being part of a hard-working team
- Undertake training to ensure you are compliant with legal expectations for food preparation.

It would be an advantage if you:

- Have had experience in the same or similar role
- Held a recognised food hygiene qualification.

As a member of The Keys Academy Trust, the successful applicants will have access to high quality professional development and career progression within The Trust.

Visits are warmly welcomed and encouraged.

Please contact the school office to make an appointment or to speak with the Operations Manager on 0118 941338.

To apply...

More information: Please visit our website for more information and an application form: www.polehampton.org.uk

Closing Date and Interviews: Applications considered upon receipt.

Application forms to be sent to operations@polehampton.wokingham.sch.uk

This school is committed to safeguarding and promoting the welfare of children. We expect all staff and volunteers to share this commitment. All applicants will need to provide references prior to interview and have a full DBS check prior to starting work. We welcome applications from under-represented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion. No agencies, please.

"Let Your Light Shine" (Matthew 5:16)

Gratitude - Friendship - Perseverance - Forgiveness - Honesty - Compassion