

Contract Type:	Permanent
Working Pattern:	Part time - term time plus 5 days
Advert Start Date:	12/10/2021
Advert End Date:	25/10/2021
Salary:	£20,092 FTE
Job Category:	Catering / Cleaning
Employment Location:	Northumberland
Closing date:	25/10/2021

Otterburn Primary School & Nursery is looking for a new Unit Manager.

- The role is for a permanent contract
- Part Time Term Time plus 5 days
- Variable hours contract range 15-30, initially 20 hours per week
- Band 4
- £20,092 (FTE) per annum - £9,329.20 pro rata

Otterburn Primary School & Nursery is a fantastic, small rural school

Located in rural Northumberland, just a 30 minute drive from Newcastle airport, Otterburn Primary School and Nursery is located a mile from the main village. The School has a strong, supportive and committed team of staff. Further information about the school can be found on our website.

Our governors are looking to appoint an enthusiastic and highly motivated Unit Manager to join our very successful team as soon as possible.

You will be required to:

- Prepare, cook and serve food following agreed menus and accommodating any special dietary requirements.
- Maintain a high standard of cleanliness in the school kitchen including equipment and surrounding working areas.
- Comply with all food and Health and Safety standards and regulations.
- Take responsibility for maintaining and ordering stock and ensure appropriate storage and labelling procedures are followed.

The successful candidate must:

- have a basic food hygiene certificate
- knowledge of health and safety regulations
- have ability to adapt and organise self and work without supervision
- have recent and relevant experience of working in a kitchen, experience of working in a school kitchen would be an advantage
- have confidence in their own literacy and numeracy skills
- have a sense of humour

In return we can offer the chance to be part of a well-established and successful school team and offer relevant training and support.

We are strongly committed to safeguarding and promoting the welfare of all children and young people and expect all staff to share this commitment. An enhanced Disclosure and Barring Service (DBS) disclosure is required for this post.

Informal discussions or visits to the school prior to interview are welcome – please contact the school office on 01830 520283.

Candidates must use the application forms to apply for the job. Completed applications should be returned directly to the school either in paper format or electronically via email to admin@otterburn.northumberland.sch.uk

Closing Date for applications: 12 noon on 25th October 2021.