



CANNOCK CHASE HIGH SCHOOL

A C H I E V E M E N T F O R A L L

Required as soon as possible

Catering Service-Point Co-ordinator

Grade 3: 30 hours per week, term time only (38.6 weeks)

Working hours 8.00am to 2.30pm with a 30 minute break

(Full-time Equivalent Salary: £25,185; Actual Paid Salary: £17,462)

We are seeking to appoint an enthusiastic and reliable colleague with strong experience in a fast-paced school catering environment, working alongside our team dedicated in the school kitchens to provide high quality meals for our students.

Key responsibilities of the post include:

- Skilled preparation and cooking of a wide range of meals, catering for different dietary needs.
- Operational control of service points including setting up service counter, dining hall and clearing away after service.
- Serving of food and stocking counters.
- Maintain the cleanliness of the kitchen and dining facilities to a high standard
- Follow all codes of practice and procedures for food hygiene and allergen control.
- Following Health & Safety policies, risk assessments and hazard analysis.
- Accurate recording of Health & Safety compliance tasks within the school compliance management system.
- Stock recording and management.

Please refer to the following documentation, when completing an application for this post:

1. Application Guidance Notes;
2. Job Description and Person Specification.

A successful application will include:

1. A completed School Application Form;
2. A Letter of Application (of no more than two sides of A4), outlining how your skills and experience to date meet the requirements of this post.

Cannock Chase High School is committed to safeguarding and promoting the welfare of young people. All appointments are subject to an enhanced Disclosure and Barring Service (DBS) clearance.

The job description and person specification are available from the Headteacher at the school or via the website: www.cannockchasehigh.com/Jobs-at-CCHS. All applications must be on the school Application Form (which is also available from the school or via the website), CVs alone are not acceptable. Completed applications are to be e-mailed to the Headteacher, at headteacher@cannockchasehigh.com.

Closing date: **Thursday 9 October 2025, 3.00 pm**

Headteacher: Mr I Turnbull, BEd (Hons), NPQH

A company limited by guarantee, registered in England and Wales, number 07727974.

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