



ST MARY'S MENSTON
A Catholic Voluntary Academy
Bradford Road, Menston, Ilkley, LS29 6AE
Headteacher: Mr D Beardsley
Tel: (01943) 883000
E-mail: admin@stmarysmenston.org
Group 7 11-18 Catholic Academy
No. on roll 1255 (264 in Sixth Form)



Diocese of Leeds

Catering Administrator

Fixed term until 21 May 2021, 21.35 hours per week, term time only
Salary NJC Scale: A1-A3 Scale Points 1-4
(actual salary £8,542 - £9,064 per annum)

Required for an immediate start; the Governors of this high achieving, oversubscribed Catholic Voluntary Academy seek to appoint a Catering Administrator to provide a comprehensive Administrative service to the Catering Department and flexible support to the team of Catering Assistants as required. You will be responsible for operating the cashless catering system ensuring records are maintained. Along with preparing banking and recording data on to spreadsheets, whilst implementing and maintaining a filing system for the catering department.

St. Mary's is a popular and highly successful school situated on the North West fringe of Leeds, close to the Yorkshire Dales. The school is part of the Bishop Wheeler Catholic Academy Trust which consists of the high school and 9 primary schools. We became a Teaching School in October 2015 and a National Support School in September 2017.

Further details and a Catholic Education Service application form are available via the Trust website www.bishopwheelercatholicacademytrust.org in the Vacancies section. Please email your completed application to recruitment@bwcat.org.

Closing date: Thursday 26 November 2020, 12 noon

St. Mary's is committed to promoting and safeguarding the welfare of all children and expect all staff and volunteers to share this commitment. This post is subject to an enhanced Disclosure and Barring Service (DBS) check.