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## School Meals Administrator

<b>Location</b>	Penkridge Middle School
<b>Employer</b>	Penk Valley Academy Trust
<b>Contract</b>	5-hours, Permanent, term time (38 working weeks)
<b>Closing date for applications</b>	Friday 22 February 2019
<b>Interview</b>	TBC
<b>Salary</b>	Grade 2, SCP 7, (pro rata) £8.55 per hour
<b>Accountable to</b>	Catering Supervisor

**We're looking for a Administrator to join us as soon as possible.** Working term time for 5-hours per week, you'll be working within a friendly team responsible for the day to day provision of an efficient catering service that meets the needs of the school.

Main duties will include:

- Accurate collation of the school meal data
- Maintain a correct system of records for pupil and adult meal numbers

The successful candidate will have:

- Excellent interpersonal skills
- A passion for working alongside and supporting children
- A commitment to teamwork and partnership

For further information, please visit our website [www.penkridge.staffs.sch.uk](http://www.penkridge.staffs.sch.uk) Completed application forms to be returned by email to Lauren Mitchell at [l-mitchell@penkvalley.co.uk](mailto:l-mitchell@penkvalley.co.uk) or by post for the attention of Lauren Mitchell (Catering Co-Ordinator) at:

Wolgarston High School  
Cannock Road  
Penkridge  
Stafford  
ST19 5RX

This Trust is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expect all staff and volunteers to share this commitment"

This position is subject to a criminal records check from the Disclosure and Barring Service (formerly CRB) which will require you to disclose details of all unspent and unfiltered spent reprimands, formal warnings, cautions and convictions in your application form.

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