June 2016

Dear Candidate

**Assistant Cook (Term time plus 4 days).**

**Fixed hours contract 27.5 hours per week.**

**Salary Band 2 Points 10-13.**

Thank you for your interest in the Assistant Cook post currently available at James Calvert Spence College Federation.

The successful candidate will be self-motivated and a well-organised cook who is able to perform a variety of duties within this very busy multi-site school. The duties will include preparing and serving high quality catering with attention to detail.

Please find enclosed:

* job description and person specification
* an application form + Criminal Records Declaration Form
* guidance notes for applicants and Northumberland County Council’s Equality in Employment Policy
* a copy of our Child Protection Policy and DfE Keeping Children Safe in Education document

If you wish to apply for this post, you should return two documents –

1. **Application Form -** please complete all parts of the application form as fully as possible.
2. **Criminal Records Declaration Form**

This form explains that a satisfactory Enhanced Certificate of Disclosure of Criminal Convictions is an essential requirement for this post. You must complete either Box A or Box B. If you need to complete Box B you must disclose all unspent convictions, cautions, reprimands and warnings. Please note that any convictions, cautions, reprimands or and warnings in relation to sexual offending, violent offending and/or safeguarding cannot be considered to be “spent” and therefore should be disclosed. It is important that the school has information about whether or not you have any convictions so that this can be discussed with you at interview. Failure to return the Criminal Records Declaration Form before interview (and, in the case of the successful candidate, failure to subsequently obtain a satisfactory Enhanced Certificate of Disclosure from the Disclosure and Barring Service) will unfortunately disqualify you from further consideration for this post. Please note that disclosing criminal convictions will not necessarily prevent you being appointed. This information will be considered in light of its relevance to the post, as set out in the Criminal Records Code of Practice for Staff and Volunteers.

All applicants are required to complete Box C. This information is necessary to facilitate the appointment process if you are successful in your application for this post.

**The closing date for applications is 12 noon on the 18th July 2016. Interviews will be held the week commencing the 22nd August 2016.**

Applications can be returned by email to [admin@coquet.northumberland.sch.uk](mailto:admin@coquet.northumberland.sch.uk).

Yours faithfully

Sandra Cain

Business Manager