

**Sele First School**

**General Catering Assistant**

Permanent Contract

Part Time

12.5 hours per week (2.5 hours per day)

£25,614 - £26,016 FTE

£7,404 - £7,521 pro rata

Sele First School is a large school. Our Nursery classes offer 39 places. All other classes are organised on the basis of age into national curriculum groupings with two or three classes in each year group. We currently have 373 children on roll. Further information about the school can be found on our website. [www.selefirst.org](http://www.selefirst.org)

Our governors are looking to appoint two enthusiastic and hard-working General Catering Assistant to join their very successful team. Required as soon as possible.

As a General Catering Assistant, you will assist in the washing and drying of dishes and cooking equipment and undertake associated kitchen duties.

The working pattern is: Monday to Friday, 11.30am to 2.00pm term time only, plus four days during school holidays.

No specific knowledge and experience are required but, if not already possessed, the Basic Food Hygiene Certificates must be achieved within, ideally, six months of commencement.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. An enhanced disclosure barring check is required for this post.

We are strongly committed to safeguarding and promoting the welfare of all children and young people and expect all staff to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974. If you are invited for interview, you will be required to disclose convictions that would not be filtered, prior to the date of the interview. Certain spent convictions and cautions will be 'protected' and do not need to be disclosed. Full details on protected convictions and information about which convictions must be declared during job applications can be found on the [Ministry of Justice website](https://www.gov.uk/ministry-of-justice). You will be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure and Barring Service before your appointment is confirmed. This role will include Regulated Activities and an enhanced Disclosure and Barring Service (DBS) disclosure is required for this post.

Our Child Protection Policy can be found here; [www.selefirst.org/policies](http://www.selefirst.org/policies)

An online search will be carried out on shortlisted candidates, prior to interview.

Informal discussions or visits to the school prior to interview are encouraged. Please contact Karen Hepples, School Business Manager to arrange a visit. Tel: 01434 602808.

Application forms can be downloaded from this website, <https://www.selefirst.org/Vacancies/> and are also available from the school by telephoning or emailing the school office. A curriculum vitae will only be accepted alongside an application form.

Completed applications should be returned directly to school, either by post to Steph Milburn, Sele First School, Hexham, Northumberland, NE46 3QZ or by email to [jobs@sele.northumberland.sch.uk](mailto:jobs@sele.northumberland.sch.uk).

**Closing Date: 12.00pm on Friday 23 October 2026**

**Interview Date: w/c 26 October 2026**

Headteacher: Steph Milburn, Sele First School, Hexham, Northumberland, NE46 3QZ  
e-mail: [admin@sele.northumberland.sch.uk](mailto:admin@sele.northumberland.sch.uk)  
website: [www.selefirst.org](http://www.selefirst.org)