

Dear Candidate

October 2026

Thank you for your interest in the General Catering Assistant post presently being advertised at Sele First School. The successful candidate will take up post as soon as possible subject to supporting references and safeguarding checks including an enhanced disclosure barring check.

In total we have seventeen classes in school including two 39 place nursery groups. Classes are all organised on the basis of age into national curriculum groupings. We currently have 373 children on roll.

The successful candidate will work a total of 12.5 hours per week over the busy lunchtime period during term time plus an additional four days. Hours will be 11.30am to 2.00pm. Main duties will be ensuring dishes and kitchen equipment is cleaned and any other associated kitchen duties. All staff benefit from a full and detailed in-service programme.

Sele First School takes the Safeguarding of children seriously. If you are successful at the interview, you will be required to obtain an 'Enhanced Disclosure' from the Disclosure Barring Service before we can proceed with the appointment. This is achieved by meeting with the Headteacher at a pre-arranged time and filling in a disclosure form. The purpose of the meeting is also to discuss any convictions, spent or otherwise, that may come up. Forms are then forwarded to the DBS. Any information received will be dealt with in the strictest confidence and any assessment made will be on an individual basis. In addition, thorough identity checks will be carried out including checks of all qualifications declared.

Candidates should complete the attached application form. Candidates should also send a cover letter with their application. Letters should be submitted on separate paper. Candidate's names should be written on the bottom of each separate sheet included. CVs are not acceptable, as all the statutory information should go on the application form. The closing date for applications is noon on Friday 23 October 2026. Interviews will be held during w/c 26 October. Applications should be addressed and returned to:

Steph Milburn
Headteacher
Sele First School
Hexham
Northumberland
NE46 3QZ

Or alternatively email your application form to jobs@sele.northumberland.sch.uk

I look forward to hearing from you.

Kind regards



Steph Milburn
Headteacher