



September 2021

Dear Colleague

**CATERING SUPERVISOR**

**Grade 4 (£19,312 - £19,698 approx whole year), £13,330 - £13,597 approx actual salary dependent on years' service, 30 hours per week, 6 hours per day, Monday to Friday, Term Time (38 pupil weeks, plus 3 additional days, Permanent)**

We are seeking to appoint an exceptional Catering Supervisor to join our school as soon as possible to lead the catering team in delivering a high quality catering service at Highfields Primary School.

Highfields Primary School has an excellent reputation and has a lively and creative environment. We gained 'Good' in our most recent Ofsted inspection.

The successful candidate will be responsible for organising and managing the school office and therefore will possess excellent communication, IT and administrative skills. In addition to the smooth running of the school office the successful candidate will provide support to the Senior Leadership Team and Local Governing Body.

The application process is a straight-forward one. If, having read the information with this letter and visited our website [www.highfields.staffs.sch.uk](http://www.highfields.staffs.sch.uk) you feel you would like to apply, please complete the application form fully and return this to us by 9.00 am on Friday 17<sup>th</sup> September 2021. You may either post this to Mrs J Greatrex or email to [jenniegreatrex@highfields.staffs.sch.uk](mailto:jenniegreatrex@highfields.staffs.sch.uk).

I do hope you will wish to apply for this excellent opportunity. If you have any queries, please phone on the main school number or leave a message and we will get back to you.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Mark Wilkes', is written over a faint, stylized sunburst graphic.

Mark Wilkes  
Headteacher

*The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to a 'disclosure'*

