



RECRUITMENT INFORMATION

For the position of: Catering Supervisor

How to apply Please include your completed Application Form and CV, otherwise your application will be deemed as incomplete and will not be progressed	To apply for this position please email the following documents to the Finance and Payroll Manager at recruitment@swanagerailway.co.uk or post to Recruitment, Swanage Railway Company, Station House, Swanage, Dorset BH19 1HB. <ul style="list-style-type: none"> • Completed application form • CV setting out career history with job responsibilities and achievements. Please ensure you clarify any gaps in your work history.
Selection methods and offer	SRC will acknowledge your application. Shortlisting will be done by reviewing the evidence presented in your application against the key requirements set out in the box at the bottom of page 2 of the Job Profile. Shortlisted candidates may be required to undergo one or more selection tests in addition to sitting a panel interview. You will be advised in advance of if you are required to undergo any selection tests and what the tests involve. Any offer of appointment will be subject to satisfactory clearances including employment references.
Arrangements for interview	Expenses incurred during the recruitment process will not normally be reimbursed. Please let us know if you have any particular requirements if you are invited for interview.
Reserve lists	If we receive applications from more suitable candidates than we have vacancies for we may hold applicants on a reserve list for 12 months and future vacancies requiring similar skills and qualities could be offered to candidates on the reserve list without a new competition.
Closing date	The deadline for applications is 12 noon on 27 th March 2017.
Alternative formats	If you wish to receive a hard copy of the information please telephone 01929-425143 or email recruitment@swanagerailway.co.uk . If you cannot apply online please post applications to Recruitment, Swanage Railway Company, Station House, Swanage, Dorset BH19 1HB.
Indicative recruitment timeline	Advert closing date: 27 th March 2017. Short-listing: w/c 27th March 2017. Selection stage, including panel interview: Tuesday 4 th April 2017

Terms, conditions and benefits

Appointment terms	Fixed term to 29 th October 2017, subject to probation with possible extension.
Place of work	Swanage station and surrounding sites.
Work arrangements	Full-time. Must be able to travel to other SRC locations as required
Salary range	Circa £17,000 per annum, pro rata
Pension	Defined contribution scheme for eligible staff through NEST.
Annual leave	28 days including public and bank holidays, pro rata to duration of contract.
Hours of work	40 hours per week
Other benefits	Subject to length of service, eligibility for some rail passes subject to ATOC conditions