Welcome to the Link Academy Trust

Work for Us

The Vacancy

Catering Assistant – Permanent post to commence February 2023
30hrs per week, 5 days a week, 39 weeks per year. NJC Grade C Point 4 @ £10.98 per hour
£14,888.88 per annum (FTE £21,189 per annum)

At the Link Academy Trust, we are seeking to appoint a number of individuals to increase the central support team. We are looking to introduce 'floating' roles that will provide additional cover across our academies* wherever the need is required. You will work alongside our existing catering team assisting in providing high quality meals for children, staff, visitors and events at our busy school. You will need to have an appreciation for the challenges of working in a busy kitchen and be willing to carry out a variety of roles, including food preparation, storage of food stuff, washing up as well as other activities that may change on a day-to-day basis.

The successful applicant will need to have a full driving licence with Occasional Business Use insurance cover and be extremely flexible and willing to travel to any academy within the Trust at short notice. The period of cover will differ each time and may at times be just a single day or a number of weeks. A mileage allowance will be paid to and from a specific point – to be confirmed on appointment.

This particular role will cover the southern group of schools around the Totnes and Newton Abbot area. Please see the home page of our Trust website for locations.

Main duties and responsibilities:

- Preparation and serving of meals as required to include main meal, desert and drinks to pupils and staff
- Assist with the laying up of table and serving counters and then clearing, cleaning and tidying following lunchtime period
- To comply with all aspects of Health & safety and Food Hygiene Act.
- Temperature testing of food
- Clearing up and removal of waste food, packaging and other waste generated by the kitchen and its activities
- Furniture moving in dining area as required

Ideally, you will:
- Previous experience in a similar role in a school or commercial environment;
- Be able to build good relationships with children and staff and be a friendly and positive presence in our school;
- Be willing to work as part of a team and have a good sense of humour;
- Be able to use your own initiative when required;
- Be able to work under pressure with tight deadlines

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. This post is subject to an enhanced DBS disclosure.

If you think the above sounds like an exciting opportunity and you feel you are the person we are looking for to fill these roles, please go to our Trust website http://www.thelink.academy/web/vacancies_1/558656 to download an application form. All completed applications to be sent to the Trust HR Officer, Sue Howard at hr@thelink.academy

If you would like to visit any of the schools or wish to know more about the role, please don't hesitate to contact Sue Howard on 01803 762113 and she will put you in touch with the necessary people.

Closing date: Tuesday 7th February 2023 12noon
Interview date: TBA

About Us

We have designed this recruitment pack to give you an insight into our Trust, the academies within it and how you can become part of it by working with us.

The Link Academy Trust incorporates the sixteen small schools of Bearnes in Newton Abbot, Broadhempston, Cheriton Bishop, Diptford, Drake's, Harbertonford, Hennock, Ilsington ,Landscove, Morchard Bishop, Moretonhampstead, Otterton, Stoke Gabriel, Tedburn St Mary, Widecombe-in-the-Moor and Yeoford. Five of the schools are situated in rural villages around the town of Totnes, set within the beautiful South Hams region of Devon. Hennock, Ilsington, Moretonhampstead and Widecombe-in-the-Moor are on Dartmoor near Bovey Tracey. Bearnes Primary is set within the heart of Newton Abbot, Cheriton Bishop, Tedburn St Mary , Yeoford and Morchard Bishop are in the area just to the north east of Dartmoor, near Crediton and Drake's and Otterton are situated in Budleigh Salterton.

Whilst all the Academies gain expertise by work closely together, each school is unique with its own particular character and each Hub of schools, Totnes, Moorland, Raleigh and Woodleigh, have their own School Board. Our Academies achieve high academic standards through the provision of an exciting curriculum that makes the most of our rich surroundings. We offer a caring, nurturing environment, with dedicated staff who strive to meet the needs of every child and a culture of high expectations through first rate systems and procedures that ensure we are effective and efficient in all that we do.

Working together, our Academies can achieve more for our children than by working alone. We learn together, support each other, share our expertise and ensure we are always current, ready to offer the very highest standards of teaching and provide exceptional learning opportunities for all our children.

The Academies within our Multi-Academy Trust are vibrant and exciting places to work in, yet our small size enables us to know every child and build strong relationships with each family. All Academies have good reputations built on high standards and a caring ethos, but we are always looking for ways to improve so that we meet the challenges of preparing children for the future.

We maintain excellent links with other schools in the area and we have close ties with the successful local secondary schools of Ivybridge, Kingsbridge, South Dartmoor, Totnes, Newton Abbot, Teign, Exeter, Okehampton and Crediton as well as with the grammar schools in Torbay and Plymouth.

We look forward to receiving your application

Nicky Dunford, CEO



Our Academies

Bearnes is situated in the centre of the busy market town of Newton Abbot. The pupils of the school are encouraged to benefit from and respect the diversity of their environment, learning through educational opportunities from the locality and being involved with the community at all levels. The school has a strong ethos of self- fulfilment for the pupils, while of equal importance is the development of a caring and nurturing attitude to life. All the staff endeavour to provide all children with a safe and secure environment that has high expectations and supports them to fulfil their potential.

Broadhempston is a traditional small village school, bijou but perfectly formed, with a warm and friendly family atmosphere. Situated just a short distance from Totnes, making the most of the idyllic rural setting throughout the year. The school offers an exciting and relevant curriculum which provides excellent opportunities and experiences and great foundations for life. Whilst focussing on the highest academic achievement, they always have the 'whole' child in mind and have an excellent team of inspirational staff who help the children develop into positive and enthusiastic learners.

Cheriton Bishop is vibrant school with a warm and friendly family atmosphere who believe their pupils should clearly understand their responsibility for learning by actively engaging with the creative curriculum. They are encouraged to value their educational opportunities and enjoy the learning experiences it provides. In return they offer an excellent team of staff who work incredibly hard to provide a broad range of activities and challenges, whilst greatly valuing and actively promoting the partnership between home and school because they understand that it is only through joint support that every child will reach their full potential.

Diptford is a thriving and vibrant school, yet their small size enables them to know every child in real depth; to understand their talents and what motivates them. The staff aim to help every child discover their unique and individual potential and support them to develop it. Offering a caring, nurturing environment with a unique family atmosphere, the school has an excellent reputation and achieves high academic standards through the provision of a rich and exciting curriculum that makes the most of its beautiful surroundings.

Drake's is very special school, where a dedicated emphasis on teaching and learning to high standards sits comfortably alongside the provision of a safe and happy space for their children to learn and develop as rounded, vibrant individuals. The school is also a valuable part of the community offering an excellent environment for all children and they believe in supporting all pupils to enable and inspire them to grow as confident, independent learners, fully equipped and ready for life's challenges.

Harbertonford is a thriving small Church School situated just outside the town of Totnes and achieves high academic standards through the provision of an exciting curriculum that makes the most of its beautiful surroundings and caring, nurturing environment. It is a vibrant and exciting place aiming to help its pupils to discover their potential and enable them to fulfil it, whilst valuing their individuality and developing the whole child. Harbertonford has a good reputation, built on high standards and a caring ethos and they strive to meet the challenges of preparing children for the future, instilling a lifelong love of learning on the way.

Hennock is vibrant school with a warm and friendly family atmosphere. Situated on the doorstep of Dartmoor, they make the most of their idyllic rural setting throughout the year and work in close partnership with parents and the community. Learning effectively happens most successfully when children feel happy, safe and actively involved with purposeful experiences. Hennock aims to ensure children believe in themselves, trust those supporting them and are provided with inspirational learning experiences.

Ilsington is a small rural school nestling in the Devon countryside on the edge of Dartmoor with an integrated pre-school working alongside the primary classes, ensuring the highest standard of transition as the children reach primary age. Ilsington has a long history of providing a warm, caring, and creative environment where all children are welcome and where they are encouraged to be independent, active learners. The school's culture is firmly rooted in its Christian values of *Friendship, Kindness, Honesty, Resilience, Respect and Compassion.*

Landscove is a thriving small church school, surrounded by rolling fields and farms. Well known for creating a safe and secure learning environment where all the children can grow and flourish. The children are given lots of learning opportunities outside the classroom and exciting experiences in all areas of the curriculum. Landscove has an excellent reputation built on high standards and a caring ethos with staff experienced and committed to meeting the individual needs of every child.

Morchard Bishop plays an active role in the village, supporting events such as: Open Gardens, the Flower Festival and Christmas Fairs and has a number of unique features such as: a Handbell team, a Roundhouse for forest School work and a kitchen garden. Every child deserves a rich variety of experiences and opportunities while at school and they aim to develop their love for learning through an engaging curriculum which is both broad and balanced. The teachers help each child develop this through stimulating lessons and challenging tasks.

Moretonhampstead is a vibrant school with a warm and friendly family atmosphere. They have kind, curious and engaged children and a staff team who are highly dedicated and strive to do the very best for every child. The school enjoys a positive relationship with parents and the local community and are fortunate to have a superb modern school building with excellent facilities and spacious grounds and outdoor spaces, nestled within Dartmoor National Park.

Otterton is in a beautiful village in the heart of East Devon. It is a special place where there is a tremendous amount of academic and lifelong learning brought to pupils through a carefully planned curriculum and a dynamic and dedicated teaching staff. It is a very family orientated and child-centered school, with a whole range of skills and experiences for pupils to develop their learning and unique abilities. An important part of the community with much activity taking place in our wonderful environment.

Stoke Gabriel is a thriving friendly school in the wonderful South Hams which has been designated an Area of Outstanding Natural Beauty. Achieving high academic standards through the provision of an exciting curriculum that makes the most of its beautiful surroundings, a caring, nurturing environment with a family atmosphere and a team of dedicated staff. A vibrant and exciting place to work in, yet their small size enables them to know every child and the things that motivate them.

Tedburn St Mary prides itself on being a warm, close-knit school with high educational expectations and standards, appreciating the varying needs and strengths of all pupils, helping them to achieve their full potential. They are committed to providing every pupil with the best possible educational experience within a safe, nurturing environment. Developing, encouraging and motivating children to ensure all pupils become confident and successful lifelong learners.

Widecombe is placed in a unique and beautiful location in the heart of Dartmoor. A sense of community is central to their ethos and they want all children to value and understand, not only their own school community and the surrounding local communities, but also extremely important that they develop a wider sense of what community means globally. At Widecombe, the curriculum gives frequent and varied opportunities for the children to develop their personal voice, meaning they leave Widecombe as confident, competent individuals.

Yeoford is an integral part of the village and community and they pride themselves on providing a safe, secure and friendly environment for every child to achieve their true potential. They enjoy a good range of resources, including their own football pitch, netball court and children's kitchen. The children also have their own allotments and achieve great success and enjoyment growing vegetables and then cooking them. Everything done at Yeoford is to provide every child with the best possible learning experience so it will inspire, encourage and motivate them to become successful lifelong learners.

The Role

POST DETAILS

TITLE Catering Assistant

LINE MANAGER Catering Manager

GRADE **C**

Serve healthy, nutritional food of a high standard to the pupils and staff of the school
Understand and follow the cleaning requirements needed in a kitchen

MAJOR RESPONSIBILITIES

- Set up and clear dining rooms which will include moving furniture, washing up and clearing the kitchen equipment
- To set up food service trolleys and counters and serve food to the pupils and staff
- To have knowledge of, and adhere to high standards of hygiene and health & safety requirements at all times, ensuring all aspects of relevant, current legislation are complied with in relation to COSHH
- Comply with all aspects of relevant legislation when handling food
- To undertake any cleaning duties under the direction of the kitchen manager/catering manager
- Remove waste to a designated area
- To ensure that routine data is collected as required and that all daily checks, including temperature control during production, preparation, service and storage are carried out properly
- Understand the use of chemicals when cleaning equipment, ensuring it is in line with strict safety procedures
- To serve food with care and attention to detail
- To undertake any other tasks appropriate with the duties and responsibilities of the post
- To immediately report all accidents, near misses, damage or breakages to the Kitchen Manager or Executive/Academy Head

Other Duties

- You will need to have a welcoming, positive and enthusiastic attitude towards children and staff
- Catering Assistants are provided with a uniform which must be adhered to
- You will always need to be respectful of confidentiality of information and report any concerns you may have to your line manager
- Be aware of and comply with policies and procedures relating to child protection, food hygiene, health, safety and security, administration and confidentiality, reporting all concerns to an appropriate person
- Support the aims and ethos of the school
- Participate in training, other learning activities and performance development as required



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