



## **Welcome to the Link Academy Trust**

The Link Academy Trust incorporates the twenty three small schools of Bearnese, Branscombe, Broadhembury, Broadhempston, Cheriton Bishop, Diptford, Drake's, Farway, Harbertonford, Hennock, Ilsington, Landscope, Littleham, Morchard Bishop, Moretonhampstead, Otterton, Sparkwell, Stoke Gabriel, Tedburn St Mary, Widecombe-in-the-Moor, Wolborough, Woodbury Salterton 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, with Sparkwell All Saints primary near Plympton. Hennock, Ilsington, Moretonhampstead and Widecombe-in-the-Moor are on Dartmoor near Bovey Tracey. Bearnese and Wolborough are 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 Branscombe, Broadhembury, Drake's, Farway, Littleham, Otterton and Woodbury Salterton are all situated in East Devon.

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, East Devon and Mid Devon, have their own school board known as Local Advisory Committees. 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.

If you are interested in learning more about the Link Academy Trust, or would like to visit us, we would be very happy to show you around any of our Academies so that you can meet the children and staff.

Nicky Dunford, CEO

# Work for Us

## The Vacancy

### Catering Assistants

**5 days a week, 17.5hrs, 38 weeks per year**

**NJC Grade B £11.79ph**

**To commence November 2024**

The Link Academy Trust are looking to appoint two Catering Assistants to work alongside our existing catering team. You will need to be an enthusiastic, self-motivated and hard-working individual who can assist our kitchen staff 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. Ideally, you will have previous catering experience, but training will be provided.

- One position will involve the collection of meals from Landscope C of E Primary School and then transporting using own vehicle to serve pupils and staff at **Widcombe-in-the-Moor Primary School**
- The other is similar to the above, but will collect from Hennock Primary School and deliver and serve at **Ilington C of E Primary School**.

Business insurance is required for the role involving transporting meals and will be reimbursed by the Trust should this inflate the premium. A mileage allowance of 45p will also be paid per mile for journeys between schools.

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 and Social Media online check.**

To download an application form, please visit the school websites [Widcombe](#) [Landscape](#) [Hennock](#) [Ilington](#)

Completed applications should be emailed to the Trust HR Operations Manager, Sue Howard at [hr@thelink.academy](mailto:hr@thelink.academy)

**Please specify on the application which position you are applying for**

Closing date: 12<sup>th</sup> November 2024 12noon

Interview date: tba

# **The Role**

## **POST DETAILS**

|                     |  |
|---------------------|--|
| <b>TITLE</b>        | <b>Catering Assistant</b>                      |
| <b>LINE MANAGER</b> | <b>Catering Manager/Executive/Academy Head</b> |
| <b>GRADE</b>        | <b>B</b>                                       |

Prepare and 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
- 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
- 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

## **Other duties:**

You are required to undertake such other duties appropriate to the grade and content of the work as may reasonably be required of you. Therefore, the list of duties in this job profile should not be regarded as exclusive or exhaustive. Please note that, in consultation with you, the Trust reserves the right to update your job profile to reflect changes in, or to, your post.

## **Safeguarding**

Safeguarding is the responsibility of all staff.

## **Code of conduct:**

The trust expects all staff to ensure that their standards of conduct are, at all times, compliant with the Code of Conduct policy for employees.

## **Inclusivity:**

The Trust believes that everyone has the right to be treated equally and that the diversity of individuals and groups should be embraced, valued, and respected.

## **Data Protection:**

You will be responsible for ensuring that workplace responsibilities, within the Trust, are carried out in compliance with the requirements of the General Data Protection Regulation, the Data Protection Act and the Employment Practices Data Protection Code 2002, especially concerning confidentiality, treatment of personal information and records management.

## **Disclosure Service Certification from the Disclosure and Barring Service:**

Trust staff are required to hold Disclosure Service certification from the Disclosure and Barring Service (DBS). The Trust is a registered body with the Disclosure Service.

# Your wellbeing matters. We have signed up to the Education Staff Wellbeing Charter to:



**Prioritise staff mental health**



**Give staff the support they need to take responsibility for their own and others' wellbeing**



**Give managers access to the tools and resources they need to support the wellbeing of those they line manage**



**Establish a clear communications policy**



**Give staff a voice in decision-making**



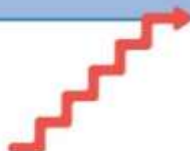
**Drive down unnecessary workload**



**Champion and enable flexible working**



**Create a good behaviour culture**



**Support staff to progress in their careers**



**Include a sub-strategy for protecting leader wellbeing and mental health**



**Hold ourselves accountable, including by measuring staff wellbeing**

**Education Staff Wellbeing Charter**  
**For more information: [www.gov.uk/dfe](http://www.gov.uk/dfe)**



## 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.



**Branscombe** is a small village school set in wonderful countryside, close to the sea. The immediate environment is in itself a rich resource for learning. The school is a welcoming and happy place where children can learn in a secure and stimulating environment. Their values are based upon a Christian ethos focusing on trust, respect and openness and they set high standards for teaching and learning encouraging children to develop lively and enquiring minds. Branscombe staff show a caring attitude in everything they do and have strong links with the Parish church.



**Broadhembury** is in a beautiful village location with far reaching views across the countryside. The immediate environment is in itself a rich resource for learning. They have two classes which are very well equipped areas that enhance the learning environment and they want the children who attend to be able to make reasoned judgements and to apply themselves to the acquisition of knowledge and skills relevant to life in a rapidly changing world, encouraging them to develop an understanding of this world through the experience of a broad and balanced curriculum.



**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.



**Farway** school aim to create an environment where children can develop a growing responsibility for their own learning, one where they can organise their own research and indeed learn how to learn. The school believe in nourishing the social, emotional and spiritual development of each child in order that they will be able to grow intellectually as well as personally to become happy members of society. Farway is situated in a beautiful valley 3 miles from the market town of Honiton, in an area of outstanding natural beauty. Their attractive grounds are surrounded by wonderful open countryside which provides a natural resource for learning.





**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.



**Henock** 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. Henock 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*.



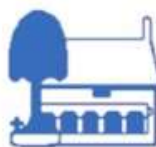
**Landscape** is a thriving small church school, surrounded by rolling fields and farms. Well known for creating a safe and secure learning environment where all the children can grow and flourish. The children are given lots of learning opportunities outside the classroom and exciting experiences in all areas of the curriculum. Landscape 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.



**Littleham C of E Primary School** is a proud Church of England school, where their foundation is built upon the pillars of aspiration, belonging, and compassion embracing a community spirit that thrives on Christian values. With expansive outdoor spaces, they encourage exploration, creativity, and a deep connection to the natural world. In addition to their main curriculum offer, their specialist Nurture Unit provides bespoke additional support for those who may need it. Littleham understand the importance of addressing each child's unique needs, ensuring that every student feels empowered to succeed.



**Morchard Bishop** is a warm and welcoming church school that strives to provide the best start for all of our pupils. Our vision of being 'Deeply rooted. Individually nurtured. Inspired to flourish.' ensures that we focus on developing children that are driven to become the very best version of themselves. We are incredibly lucky to have varied and spacious outdoor facilities which we regularly utilise as part of our curriculum offer. The school plays a vital role within our community and often support village events.



**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.



**Sparkwell** is located in a small village right on the edge of Dartmoor National park with stunning surrounding countryside. The environment at Sparkwell is described by Ofsted as 'calm and purposeful, with pupils across the school being focused, respectful and attentive. Effective pastoral support ensures that all pupils settle quickly and feel safe and happy'. Sparkwell is the small school with a big heart and even have resident Cavapoo, Luna, attending school a couple of days a week to help children socially and emotionally.



**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 and surrounding community, 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.



**Wolborough** is located in the town of Newton Abbot. Their aim is to serve the community by providing an education of the highest quality within the context of Christian belief and practice. The Dedicated staff at Wolborough will nurture a child's self-esteem along with a caring for others, create an inclusive school, help a child achieve his or her full potential in terms of creativity, self-expression and the acquisition of skills needed for future education and life and create a stimulating and happy environment built on a partnership.



**Woodbury Salterton** is a small village school catering for the needs of children between the ages of two and eleven and embrace working collaboratively to improve the outcomes for all children whilst retaining their unique Christian character. Every child is valued as an individual and encouraged to reach their potential within a setting where they are happy, well cared for and where they are kind and considerate towards each other. As a Church of England school we aim for the children to be nurtured in exploring faith by the Christian Values of the school and to make a positive contribution to their community.



**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.