



Catering Assistant

Totnes St John C of E Primary School

Devon NJC Grade A 3 – Actual annual salary £13,057

22.5 hrs per week

Monday - Friday – 09.30 to 14.00

38 weeks a year – Permanent - start date asap

The Academies for Character and Excellence has twenty Primary Schools making up a dynamic and innovative learning organisation.

We live our mission of Excellence through Cultivating Character, Sharing Talents and Pursuing Innovation, and return to this constantly to help guide every action. At the heart of all we do is the pursuit of excellence; we want to grow an exceptional trust, comprised of excellent schools. We are achieving this through our shared core values of Collaboration, Community, Integrity, Equity, and of course Uncompromising Excellence.

We are truly collaborative and we work together within, and across, our schools to ensure that all our children and members of staff achieve their potential. Together we work to create a full and rich curriculum offer allowing everyone to flourish - we translate our vision of excellence into our every-day practice. We are proud of our successful learning outcomes, but we aspire to achieve more than just academic excellence for our children. We also want our children to become successful learners, healthy thinkers, curious explorers, caring citizens, knowledgeable participants and confident individuals.

We are ideally seeking individuals at Totnes St John C of E Primary School that have previous experience within the catering sector and welcome enthusiastic individuals who are looking to develop within the catering industry. Ace Catering prides itself on freshly prepared, local and seasonal produce and providing nutritious and tasty meals for its pupils.

As a Catering Assistant, the responsibilities are shared within the team and include preparation, cooking, storing, cleaning duties, delivery and presentation in order to support the catering operation and maintain the efficient running of the kitchen. The role includes maintaining high standards and ensuring a clean, hygienic and organised environment.

Duties:

- Basic preparation of food and simple cooking
- Serving meals ensuring correct portion control
- Serving customers in a polite and friendly manner
- Cleaning kitchen, its surrounds and equipment
- General kitchen duties e.g. washing up
- Using the equipment as directed by Kitchen Manager
- Preparation of dining area
- Ensure food hygiene and health and safety regulation are adhered to at all times
- Adhere to existing and new working practices, methods, procedures and respond positively to new and alternative systems
- Taking an active part in any promotions
- Participate in training and development



- Carry out ad hoc duties as directed by Kitchen Manager

Skills:

- Ability to work as part of a team
- Ability to promote a welcoming environment to our customers
- Polite and friendly
- Punctual
- Work well under pressure
- Understanding of food hygiene
- Experience of working with food previously is essential
- Neat and tidy in appearance
- A 'can do' attitude, prepared to assist the rest of the team

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. An enhanced DBS clearance is required for this post.

For further information please contact Andrea Johnson in our HR Team on andrea.johnson@acexcellence.co.uk

An application form is available to download from www.acexcellence.co.uk/ace-trust-vacancies or you can email our HR Advisor andrea.johnson@acexcellence.co.uk - Applications must be completed and submitted to recruitment@acexcellence.co.uk by **9.00am on Monday 5th October 2026** - Interviews will be held the following week.