



Catering Assistant Candidate Pack

Closing date: Tuesday 6 January 10am

Interview date: Wednesday 14 January



COMPASSION AMBITION TEAMWORK

Thank you for showing an interest in this position.

Lapford Community Primary School, soon to become St Thomas of Canterbury CE Primary School, Lapford, part of the Chulmleigh Academy Trust, is a small rural school in the heart of Mid Devon. Our children are at the heart of everything we do and our ethos is underpinned by our values of Compassion, Ambition and Teamwork.



We are seeking to appoint an enthusiastic, reliable, and dedicated person to assist in the provision of catering facilities at Lapford Community Primary School. The successful candidate will join our highly valued and hard working catering team who are committed to our ambition to offer the best provision to all our pupils across all areas of their education.

We can offer you:

- eligibility to join the Local Government Pension Scheme
- 50% off childcare fees at our out of school clubs

There are now 49 pupils on roll. Standards have got higher and sentiment around the school has continued to grow. This is a great time to be joining this school and we would be very pleased to hear from you.



Neil Payne
Headteacher Chulmleigh College
CEO Chulmleigh Academy Trust



We are looking for someone who:

- Has a wide range of cooking skills
- Is a team player
- Is resilient and able to work under pressure
- Has excellent verbal and written communication skills
- Has a 'can do' attitude
- Is well organised
- Has high standards of personal hygiene and appearance

Lapford Community Primary School is situated between the towns of Crediton and Barnstaple in North Devon. It is a small school and nursery for children aged 2-11 years, in a warm and friendly rural village with strong community links. Lapford is a parish and traditional rural village in the heart of the Devonshire countryside, overlooking the River Yeo. The village features a playing field with two play areas, football pitch and fenced playground. There is also a request-stop railway station on the Tarka Line, which runs between Exeter and Barnstaple.

Lapford joined Chulmleigh Academy Trust and became a converter Academy in January 2012. We are proud to be part of the Chulmleigh Academy Trust, which provides a supportive network; sharing good practice with subject leads working across all three schools. This includes joint staff meetings and opportunities for continuous professional development for staff, as well as centralised support for: personnel; estates management; finance; health and safety; IT; governance; safeguarding and SEND. There is also a Primary Administrator who coordinates the work of the three Heads of School, ensuring time to focus on teaching and learning. School meals are prepared at the College site and delivered on a daily basis.

We currently have 49 pupils on roll, with a planned admission number of 15 per year group. Our Pupil Premium figure is 34.7%, which is just above the national average.

The parents, staff and children are extremely proud of Lapford School and this is reflected in the strong support from the thriving 'Friends of Lapford School', volunteers and members of the community. Our pupils are highly valued, not only because of the very high expectations they have of themselves and their learning, but equally for the polite, well-mannered, caring attitudes they have towards their peers and staff.

As a school we encourage children to engage fully in their learning through exciting, well taught, innovative lessons and experiences. The staff consists of a team of excellent teachers and teaching assistants, plus a number of volunteers, all of whom take the education and well-being of the children very seriously. Our children feel safe and secure knowing there is always someone to talk to. In addition, we have teachers from other Academy schools bringing specialisms through their teaching within the Academy (such as visiting music and P.E. specialists), who contribute to the development and training of the staff.



The pupils participate fully in all aspects of school life, including arranging community events; taking ownership of their learning and pushing themselves on to higher levels and helping each other enjoy and feel comfortable in their school life. We encourage them to be independent learners, taking responsibility for their learning in a motivated way. We believe that happy children learn best and take every opportunity possible to motivate and enthuse our pupils in their learning journey.

"This is a very exciting time to be joining Lapford School. Following the Ofsted inspection in October 2023, the school has already addressed all of the areas for improvement and is on a rapid upward trajectory. A registered Ofsted inspector has recently carried out a review of the school and concluded that Lapford Primary School 'is on track to be good' at its next Ofsted inspection. It will be great to welcome someone into the team who is as keen to be part of this journey as we are." *Sarah Healey-Primary Deputy Executive Headteacher.*

Our Values

COMPASSION AMBITION TEAMWORK

Our school and Trust values are 'Compassion, Ambition, Teamwork'.

These values thread through all that we do and all that we are. We care for each other, have high ambitions, and work together as a school family. By the time our pupils leave us, they are ready to do their best at secondary school.



Job Title: Catering Assistant

Status: Permanent, Part time, 10 hours per week x 39 weeks per annum

Grade A: £12.65

Start Date: January 2026

Main Accountabilities

- Ensuring all aspects of relevant legislation are complied with, in relation to Health and Safety at Work Act 1974, the Food Safety Act 1990 and any other associated miscellaneous legislation as amended
- To assist in the preparation and serving of food.
- To be responsible for cleaning the kitchen and dining area.
- To be involved in the promotion of the service to attract the maximum number of customers.
- To assist in the provision of catering for special functions etc outside normal working hours/days as requested.
- To hold keys to the premises if required.

Location

The post holder may be required to work at any school which is currently within or in the future joins the Chulmleigh Academy Trust chain of academies, either on a temporary or permanent basis according to the operational needs of the Trust.

This document outlines the duties required of the post-holder for the time being to indicate a level of responsibility. It is not a comprehensive or exclusive list and from time-to-time duties may be varied which do not change the level of responsibility or the general character of the job.

	Essential	Desirable	Evidence
Education and Training		<ul style="list-style-type: none"> Food Hygiene Certificate Relevant health and safety awareness training Relevant experience in a commercial catering kitchen 	
Experience	<ul style="list-style-type: none"> Good range of cooking skills 	<ul style="list-style-type: none"> Knowledge of Manual Handling in the catering environment Knowledge of nutritional requirements of school aged children 	AF / R
	<ul style="list-style-type: none"> Ability to follow guidance set out in the operational manuals 	<ul style="list-style-type: none"> Good numeracy and literacy skills 	I / R
Personal Attributes	<ul style="list-style-type: none"> Ability to communicate at all levels both verbal and written Commitment to the Trust's Equal Opportunities Policy Demonstrate high standards of personal hygiene and appearance Resilient and able to work to deadlines Well organised Able to use own initiative Ability to work and contribute to the team 		I / R



WE GIVE NOTHING BUT OUR BEST

Please complete the online application form available [here](#).

A tour of Lapford Community Primary School will be arranged as part of the interview schedule.

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If you would like an informal conversation, please contact us on the email address below and we will be pleased to arrange a telephone call with our Primary Executive Headteacher or Head of School to discuss the role further.

personnel@chulmleigh.devon.sch.uk or call 01769 580215

Lapford Community Primary School,
Eastington Road, Lapford, Crediton, Devon, EX17 6QE

