

**Empowering futures:
for a better tomorrow**



Join our team at Ivy Education Trust as our:

Catering Assistant

£12.85* per hour plus holiday pay *pay award pending

15 hours per week (11am to 2pm, Monday to Friday) 38 weeks per year

Permanent post – Two roles available from 1st September 2026

Join us and help fuel young minds with healthy meals and happy moments.





Welcome

Everything we do across our Trust is focussed on our mission to deliver a high-quality and inclusive education for our pupils.

As part of our central Trust team, you will have the opportunity to play a part in enabling our schools to achieve their ambitions.

We work across our schools to develop, deliver, and operate services that are fit for purpose, deliver value and enable us to maximise our impact for our pupils and the communities we serve both now and in the future.

Working with us, you will have the opportunity to make a real difference.

Please take some time to learn a bit more about us, and what makes us, us, our values.

We feel it is an exciting time to join us as we grow our service and learn together across our community of schools.

The role: Catering Assistant (Kenn Church of England Primary School)

Are you passionate about food, friendly service, and making a difference in children's lives? We're looking for a caring and reliable Catering Assistant to join our vibrant school community.

What you'll do:

- Help prepare and serve nutritious meals to our pupils by assisting with preparation of food
- Assisting with the setting up of servery counters
- Maintain a clean and safe kitchen environment
- Support the team during busy lunchtimes
- Transport food to other schools that receive 'hot box' meals from the Kenn production kitchen
- Bring smiles to the dining hall every day!

Location

You will be based at Kenn Church of England Primary School. There is a requirement to travel to other schools in our Trust.

About you:

If you

- hold a valid Driving Licence
- are a team player with a positive can-do attitude
- have good communication and hygiene standards
- are customer focussed with a friendly, helpful attitude
- have experience in catering (preferred but not essential – training provided!)

please do get in touch to learn more about this opportunity.

We offer:

- A role where your work really matters and we listen to your voice
- The opportunity to work in an establish team who are invested in growing the potential of others and who are committed to continuous improvement
- Ongoing professional development.
- Competitive package with generous career average pension scheme with employer contributions of c17%*

**employer contributions set by the LGPS pension scheme and may be subject to change.*

Apply now and help fuel young minds with healthy meals and happy moments!

If you're ready to use your skills to make a difference and grow in a supportive, values-based environment, we'd love to hear from you.

How to apply

Please do take the opportunity to learn more about the role by viewing the detailed job description on the following pages.

To apply please complete our online application form and share with us how you meet the essential and desirable criteria we used when shortlisting as detailed in the person specification on the job description.

Links we hope you will find useful

To learn more about our Trust please view: [Ivy Education Trust](#)

To learn more about Kenn Church of England Primary School please view: [Kenn C of E Primary School](#)

Contact us

If you have any questions about this post or would like to arrange an informal chat about the role or a visit to the Trust, please contact us at recruitment@ivyeducationtrust.co.uk

Job description

Post Title:	Catering Assistant
Location:	Kenn Church of England Primary School (EX6 7TX)
Working Hours:	15 hours per week, 38 weeks per annum
Salary Grade:	Scale 1 Point 3 £12.85 per hour, plus holiday pay (£24,796 Full Time Equivalent p.a.)
Contract Type:	Permanent contract – Role available from 1st September 2026.
Responsible to:	Catering Manager

Role Description

To assist with the catering service provided to Trust schools ensuring that the highest possible standards are achieved.

Responsibilities include:

- To ensure all aspects of relevant legislation are complied with, in relation to the Health and Safety at Work and Food Safety.
- Assist the Catering Manager and Assistant Catering Manager in the safe preparation, cooking and service of food to customers.
- All kitchen and dining room cleaning duties as per the rota.
- To assist in the provision of catering for special functions, outside normal working hours/holidays as requested.
- To ensure all food is at the correct temperature and standard before serving.
- To undertake additional duties during periods of sickness or planned holiday.
- Report faulty equipment and other maintenance requirements to appropriate person.
- Comply with school security arrangement i.e., securing entrances/exits as appropriate and reporting potential security breaches.
- Ensure lights and other equipment are switched off as appropriate.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person.
- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.

- Cooperate with the employer on all issues to do with Health, Safety & Welfare including this as a standing item on departmental agendas.
- Promote the health, welfare and emotional well-being of all students.
- Promote equity of opportunity for all students and staff.

Working Environment & conditions of the post

- In support of the Trust's vision and ethos, the post holder may be required to travel and support staff at any school in the Ivy Education Trust.
- Ability to safely undertake the manual handling tasks required for the role, including moving, lifting, carrying, and storing food, equipment, and supplies in accordance with safe working practices and manual handling procedures*.
- Able to travel between work locations where public transport is not available each working day, and safely transport catering supplies, food items, equipment, and materials necessary for the effective delivery of the service.
- Occasionally be available to be on site outside normal working hours.
- The role requires periods of lone working.
- A full driving licence.

*Ability may be demonstrated through the available equipment, training, and reasonable workplace adjustments where required.

Other duties

- Through your work contribute positively to the reputation of the service.
- Contribute to site management improvement planning.
- To place the safeguarding of all children in the school as the highest priority.
- To be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children and to report any concerns in accordance with the Trust's safeguarding policies. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS with barred list check.
- To make maximum use of opportunities to generate a culture of celebration and praise amongst the staff and pupils at our schools.
- To maintain an understanding of and work within Trust policies, procedures and statutory regulations, including in respect of health and safety, equity and inclusion, GDPR and data protection, safe use of IT, safeguarding children and safer working practices.
- To conduct oneself in a manner befitting a member of staff working in education at all times, demonstrating the behaviours and standards of our code of conduct.
- To carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post.
- Working hours may be subject to variation to cover staff holidays and absences.

Please note – our Trust operates a Smoke-Free Policy, and all staff and workers are prohibited from smoking in any of the Trust buildings, Trust sites including enclosed spaces within the curtilage of buildings, and Trust vehicles.

We are committed to safeguarding and promoting the welfare of children and young people and we expect all our staff and volunteers to share this commitment. All employees are expected to undergo Enhanced Disclosure and Barring and other pre- employment checks

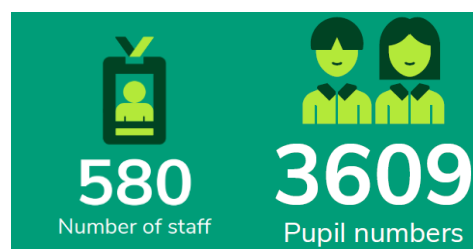
Person specification

Assessment criteria Evaluated from application form (A) and / or interview (I)	Essential	Desirable
Qualifications:		
Hold a valid Driving Licence	✓	
Relevant cookery/catering qualification or catering experience (A/I)		✓
Food safety level 2 or willing to undertake this essential qualification (A)		✓
Experience:		
Experience of the safe preparation of food (A/I)	✓	
Experience of working in a catering environment (A/I)		✓
Experience of keeping a food preparation environment clean	✓	
Knowledge:		
Awareness of Health and Safety at work (I)	✓	
Knowledge and understanding of the importance of safe preparation of, and accurate and safe labelling of food (A)	✓	
Understanding of our safeguarding responsibilities and the importance of this (A/I)	✓	
Skills:		
The ability to work effectively as part of a team (I)	✓	
The ability to work independently and make sound decisions in line with policies and procedures (I)	✓	
Good communication skills – the ability to communicate clearly and effectively with children and adults (I)	✓	
Good customer care skills (A/I)	✓	
Ability to meet the physical demands of the role, such as a small amount of lifting, driving and working alone if needs be. (A/I)	✓	
Good timekeeping (A)	✓	
The ability to keep calm under pressure (I)	✓	

Assessment criteria Evaluated from application form (A) and / or interview (I)	Essential	Desirable
The ability to attend meetings / INSET days as required. (I)	✓	

Our Trust

Our vision and mission define our purpose.



Our vision:

‘Empowering futures; for a better tomorrow’

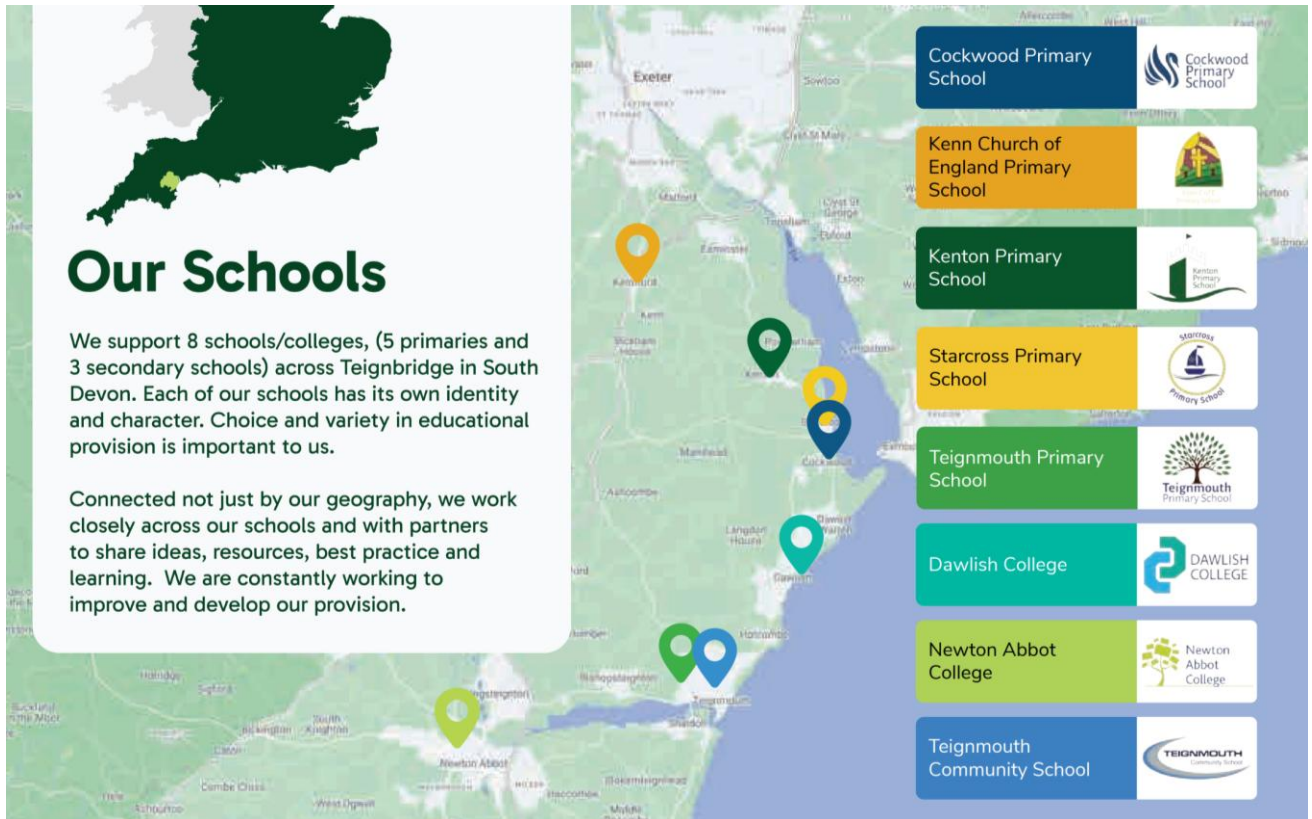
Our vision describes what we would like to accomplish. It is future focussed, setting our long-term goal for both pupils and ourselves. We believe that through our work we can change lives. This inspires and motivates us to be better every day.

Our why:

Our mission describes why Ivy exists: **‘To deliver an ambitious, high-quality, inclusive education’.**

Our how:

Our values are what makes us, us. Whilst our schools have their own unique identities, our values are what we have in common, they guide us in how we approach our work and empower us to be successful.



Be Ivy. Our values:



Be Ivy. Through our behaviours we bring our values to life every day:

Courage

Compassion

Collaboration

Commitment

- Be bold
- Take changes
- Seize opportunities
- Take ownership
- Listen to learn
- Be kind to self
- Be kind to others
- Take care of the world around you
- Stronger together
- Support others
- Many schools; one Trust
- #TeamIvy
- Work hard
- Give it everything
- Be consistent
- Be accountable

If our values resonate with you, we would love to hear from you



Kenn C of E
Primary School

Proud to be part of



Education Trust