# Braunton Academy

BRAUNTON ACADEMY
ASPIRE & ACHIEVE

## Catering Assistant
## X2 vacancies

## Closing date: 9am on Monday 30th November 2026

## NJC Grade A £25,614 FTE (£13.28 per hour)

**actual salary pro rata**

## Each vacancy:
## 10 hours per week x 38 weeks per year

***Braunton Academy is rated 'Good' by Ofsted March 2025***

Barton Lane
Braunton
North Devon EX33 2BP
Tel: 01271 812221
Academy Website: www.braunton.academy
Email applications: recruitment@braunton.academy
Principal: Mrs F Bowler
Students: Aged 11-16 number on roll: 821

BRAUNTON ACADEMY
ASPIRE & ACHIEVE

November 2026

Dear Candidate

**RE: Permanent Catering Assistant**

Thank you for expressing an interest in the position of Permanent Catering Assistant within Braunton Academy. I hope that you find the enclosed information useful in forming your views of our exceptional Academy and the uniquely calm, community life we lead here at Braunton.

Braunton Academy is a true learning community, which passionately believes in empowering its staff in order to empower its students. As a respected and trusted centre of the local community, we are committed to providing the very best of education to the children of Braunton and its surrounding villages, shaping all of our futures. Supporting both students and their parent/carers, our central aim is to build strong partnerships that recognise and respect the value of learning, investing in and reigniting that true love of learning for all that it can offer our community and provide for our children as masters of their own destiny.

As a school we are keen to be at the forefront of education and our innovative work is helping to create learners who are truly independent and will be able to thrive in the twenty-first century. We believe that it is important to concentrate on what happens in the classroom and our school planning ensures that students receive outstanding lesson experiences.

This is an exciting position for a suitably qualified candidate and you will be part of both a forward thinking and hugely successful department. Our Academy has a great history with our community, one of longevity and of success. Please find enclosed the following information to help you formulate your application:

- Advertisement
- Person Specification
- Job Description
- Academy Mission Statement on Learning and Leadership
- Braunton Academy Application Form

Our strongest resource is our staff and therefore we require passionate, rigorous and dedicated professionals to help guide our Academy within the 21st Century. Braunton Academy is a place where everyone is supported to succeed and it is a delightful place to learn and to work.

I hope that your research leads you to the conclusion that you wish to be a part of our team and, if this is the case, I look forward to receiving your application and working alongside you through this recruitment process.
Yours sincerely

**Fay Bowler**
**Principal**

BRAUNTON ACADEMY
ASPIRE & ACHIEVE

# Braunton Academy

## VACANCY FOR x2 CATERING ASSISTANTS TO START ASAP

**Payscale: Grade A (£13.28 per hour)**

10 hours a week x 38 weeks per year
Monday to Friday (12noon to 2pm = 2 hours a day)

An opportunity has arisen for two Catering Assistants at this mixed 11-16 semi-rural school on the beautiful North Devon coast.

Braunton Academy is a thriving school, which sits at the heart of its community and is surrounded by beautiful countryside and some of the country's most stunning beaches: A fantastic place for our children to live and learn.

It would be an advantage for the successful applicants to have previous experience within a similar environment, but this is not essential, as training will be provided. More important is the ability to work effectively as part of a team, to relate positively to our students and to maintain high standards of cleanliness and impeccable standards of Food Safety. Our Dining facility is consistently awarded a 5* Food Hygiene rating and staff are expected to work to this standard at all times.

This is a busy and demanding environment, and catering staff are expected to work to tight deadlines for food service at Breakfast Club, Morning Break and/or Lunchtimes.

The successful applicant will be required to assist with food preparation, sandwich and salad making, serving on the tills during lunch and break times, cleaning duties and any other requirements asked by the Kitchen Manager.

**Closing date: 9am on Monday 30th November 2026**

An Application Pack and a Braunton Academy Application Form is available from our school website at www.braunton.academy – under the Recruitment Section.

If you believe you have the ability, skills and qualifications to fulfil this post, please complete the application form and email it to: recruitment@braunton.academy by the closing date. Please note, if you have not heard from us by Friday 4th December 2026 then you have been unsuccessful on this occasion.

Please note, we do not accept CVs

**Safeguarding: Braunton Academy is committed to safeguarding the welfare of its students therefore an online check of publicly available information will be completed to assess shortlisted candidates' suitability to work with children. The successful applicant will also be subject to an enhanced Disclosure and Barring Service check (DBS) and full identity and qualification checks. Please refer to the Child Protection Policy on our Academy website https://www.braunton.academy/policies**

# Braunton Academy
# Part-time Catering Assistant
# Person Specification

**Evidence source:**

**AF = Application Form**
**LO = Lesson Observation**
**I = Interview**
**R = Reference**

| QUALIFICATIONS AND TRAINING | |
|---|---|
| **Essential** | **Evidence** |
| 1. A good general education. | **AF** |
| **Desirable** | |
| 3. Evidence of further qualifications. | **AF** |
| **PROFESSIONAL SKILLS AND EXPERIENCE** | |
| **Essential** | |
| 1. Experience within a relevant or similar field. | **AF + I + R** |
| **Desirable** | |
| 2. Knowledge and understanding of health and safety and food hygiene | **AF + I + R** |
| **ABILITIES** | |
| **Essential** | |
| 1. The ability to work constructively in partnership with all stakeholders, i.e. staff and students. | **AF + I + R** |
| 2. The ability to work on own, without requiring direction. | **AF + I + R** |
| 3. The commitment to work in a positive, diverse and inclusive school ethos which values each individual and challenges any form of discrimination. | **I + R** |
| 4. Good organisational skills and the ability to have a flexible and adaptable approach. | **I + R** |
| 5. The ability to work under pressure in order to meet tight deadlines. | **I + R** |
| **COMMITMENT** | |
| **Essential** | |
| 1. The promotion of Braunton Academy as a centre of excellence | **I** |
| 2. Equal opportunities for all in the widest context. | **1** |
| 3. Inclusion and the right for all to fulfil their potential. | **1** |
| 4. Willingness to undertake training, as required. | **AF + I** |
| **PERSONAL ATTRIBUTES** | |
| **Essential** | |
| 1. Ability to work both under own initiative and also as part of a professional team. | **I + R** |
| 2. Well-developed interpersonal skills. | **AF + I + R** |
| 3. Willing to undertake additional duties as and when required to ensure the smooth running of the Catering Department of the school. | **I + R** |
| 4. Be flexible, adaptable and maintain high levels of energy and enthusiasm coupled with a sense of humour and perspective. | |
| 5. Display commitment to the protection and safeguarding of children and young people. | **I + R** |

# BRAUNTON ACADEMY
# JOB DESCRIPTION
# PART-TIME PERMANENT CATERING ASSISTANT

**Reporting to:** The Catering Manager

**Payscale:** NJC Grade A (£13.28 per hour)

**Hours:** **10 hours per week Monday – Friday (term-time only)** 12noon to 2pm (2 hours a day)

**Job Purpose:** To support the Catering Manager in providing an efficient catering service to the staff, students and visitors at Braunton Academy.

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**KEY RESPONSIBILITIES**

1. To work co-operatively as part of a team to provide high quality school meals.

2. To assist with the preparation, cooking and service of morning break and lunchtime meals.

3. To assist with all the daily, weekly, termly and annual cleaning of the kitchen and kitchen equipment.

4. To participate in relevant training in order to carry out the duties of a Catering Assistant.

5. To meet any other reasonable catering related requests from the Kitchen Manager, school as catering for special functions, parents' evenings, meetings, INSET days, if required, with reasonable notice.

6. The academy's aims and values will shape the way you carry out these responsibilities. All staff working within the academy are required to promote the academy positively at all times.

**Safeguarding Statement:**

**Braunton Academy is committed to safeguarding the welfare of its students and expects all staff to share this commitment.**

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

*Your role helps to raise student achievement by providing a quality space for students to eat healthily in a relaxed safe environment. Relaxed and well fed students succeed.*

**BRAUNTON ACADEMY**
**MISSION STATEMENT ON LEARNING AND LEADERSHIP**

**LEARNING**

**Learning enables individuals to change and to grow, becoming independent and confident. The Academy has a commitment to improving the quality of Learning by :**

- preparing people for their futures by :
  - encouraging creative thinking and reasoning
  - instilling self-confidence and self-esteem
  - developing Communication, Literacy, Numeracy and IT skills
  - encouraging life-long learning and problem solving
- recognising that individuals learn in different ways by :
  - using a variety of learning and teaching styles
  - changing the learning process according to need
  - providing opportunities for success for all
  - appreciating that learning is interactive
  - being adaptable and flexible
  - enthusing, challenging, stimulating and inspiring
  - nurturing and supporting
  - making learning fun and enjoyable
  - provide opportunities for independent and interdependent learning
  - understanding the learning process
- checking the effectiveness of learning by :
  - being clear about the learner's starting point
  - using a variety of assessment techniques
  - using assessment data constructively
  - seeking learner feedback
  - encouraging self-evaluation
- supporting the learning process by :
  - ensuring a safe, well-resourced environment
  - using the community to enhance learning
  - creating an atmosphere which is conducive to learning
  - having high expectations of all

**Learning is for <u>all</u> members of the Academy community**

**LEADERSHIP**

**Leadership** ensures the Academy's commitment to improving the quality of students' learning by:

- developing a shared **vision** and evaluating progress
- sustaining a **culture** which :
  - respects and values all its members

- is open and accessible
- develops individuals and teams
- challenges and motivates
- listens and responds

- sharing and communicating :
  - a love for **learning**
  - an understanding of how people learn
  - the belief that learning never stops

- actively engaging with the **community** by :
  - encouraging and enabling community involvement by students and staff
  - welcoming the community into Braunton Academy
  - developing business links
  - promoting the work and values of the Academy
  - supporting the life of the community

**Leadership** is not confined to a few people. It is a quality which is to be encouraged in all members of the Academy.

**MANAGEMENT**

**Management** ensures the Academy's commitment to improving the quality of students' learning by:

- **deploying people, time and resources to :**
  - provide the highest quality learning and teaching
  - provide pastoral support for students and staff
  - monitor and evaluate the work of the Academy
  - ensure responsible behaviour
  - ensure a safe, secure and attractive environment
  - work with the community

- **using structures and systems which :**
  - are effective and efficient
  - define roles and responsibilities
  - define lines of support and accountability
  - ensure legal requirements are met
  - are simple and unbureaucratic
  - enable decisions to be taken at appropriate levels
  - use effective communication
- **providing value for money**

**Management** is not confined to a few people. It is exercised by all members of the Academy.