

PERSON SPECIFICATION

POST TITLE: Catering Assistant

GRADE: NJC Grade C

		Essential		Desirable	Stage Identified
QUALIFICATIONS/ TRAINING:	E1	Willingness to participate in training and development opportunities			AF, I
	E2	Basic skills/induction			AF, I
	E3	Food Hygiene Certificate			AF
EXPERIENCE:	E4	Experience of working as part of a team	D1	Previous catering experience	AF, I, R
SKILLS/ KNOWLEDGE:	E5	The operation of catering equipment/machinery	D2	Knowledge of COSHH and Health and Safety regulations	AF, I
	E6	The ability to communicate with children and adults			AF, I, R
	E7	A knowledge of basic catering practices			AF, I, R
	E8	The ability to work to deadlines			I
	E9	Be able to use own initiative and work as part of a team			AF, I, R
PERSONAL ATTRIBUTES:	E10	Pleasant and friendly manner			I, R
	E11	Reliable			R
	E12	A high level of personal cleanliness and appearance			I
	E13	A commitment to working as part of the whole school team and supporting the vision and aims of the school			AF, I, R
Special Requirements	E14	Motivation to work with children			AF, I, R, D
	E15	Ability to form and maintain appropriate relationships and personal boundaries with children			AF, I, R, D
	E16	Suitability to work with children			R, D
	E17	Be able to conduct a conversation and answer questions, for an extended period of time where necessary			I, R

Key – Stage identified	
AF	Application Form
C	Certificates
T	Tests
P	Presentation
I	Interview
R	References
D	Disclosure and Barring Check

Issues arising from references will be taken up at interview, all appointments are subject to satisfactory references