



## **PERSON SPECIFICATION**

### **Catering Assistant**

<b>Job Title:</b>	<b>Catering Assistant</b>
<b>Post No:</b>	<b>11864</b>
<b>Salary Grade:</b>	<b>NJC Grade D2, Spine Point 4</b>
<b>Working Hours:</b>	<b>Part time – 20 hours per week, 9:30am – 1:30pm</b>
<b>Weeks per year:</b>	<b>Term-Time – including x5 additional ‘Deep Cleaning’ days per year</b>
<b>Reports to:</b>	<b>Catering Manager</b>

#### **1. Qualifications**

- Basic literacy and numeracy are required for this post.
- A Level 2 Food Hygiene Certificate, or willingness to undertake training to achieve this, is essential.

#### **2. Knowledge**

- Some knowledge of food hygiene procedures in a catering environment.

#### **3. Experience**

- Previous experience of working in catering would be an advantage.

#### **4. Skills**

- Able to understand and follow instructions
- Good communication and team working skills
- Basic ICT skills

## 5. Personal Qualities

- You will need to be well organised, accurate and able to work in a busy school environment.
- You must also be sympathetic to the needs of pupils deemed to have Social Emotional and Mental Health (SEMH).
- You must maintain confidentiality in all aspects of your work.

Essential	Desirable	Evidence
Experience of working in the catering industry	Catering qualification	Application form and interview
Possession of Level 2/3 Food Hygiene certificate (or willing to work towards this)	Good GCSE or equivalent level 2 qualification in English and maths	Application form
Good communication skills		Application form and interview
Ability to form productive working relationships with other colleagues		Interview
Awareness of safeguarding expectations	Training in child protection issues	Application form
Experience of working with children		Interview
A person who shows warmth, care and sensitivity in dealing with children		Interview