



## Person Specification – Catering Assistant

| <b>1. Qualifications and Experience</b>  | <b>Essential</b> | <b>Desirable</b> |
|--|------------------|------------------|
| Experience of the preparation and cooking of simple food & beverages   | ✓                |                  |
| Experience of serving customers at the counter/hatch or from a trolley or kiosk as required  |                  | ✓                |
| Experience of all aspects of cleaning equipment (light and heavy), walls (up to 6ft.) floors, fixtures and fittings, cooking utensils, cutlery, glassware etc. | ✓                |                  |
| Basic level of education   | ✓                |                  |
| General understanding of the operation of a school   | ✓                |                  |
| Ability to maintain a high standard of personal and general cleanliness and hygiene to comply with statutory and school regulations                            | ✓                |                  |
| Basic reading and writing skills   | ✓                |                  |
| Basic numeracy skills  | ✓                |                  |
| Ability to use kitchen and cleaning equipment  | ✓                |                  |
| <b>2. Communication</b>  | <b>Essential</b> | <b>Desirable</b> |
| Ability to complete basic forms  | ✓                |                  |
| Ability to exchange routine verbal information clearly with children and adults.   | ✓                |                  |
| Seek support to overcome communication barriers with children and adults.  | ✓                |                  |
| Ability to consult with colleagues.  | ✓                |                  |
| <b>3. Working with children</b>  | <b>Essential</b> | <b>Desirable</b> |
| Understand and implement the school's behaviour management policy.   |                  | ✓                |
| Understand and support the differences in children and adults and respond appropriately in relation to the role.   | ✓                |                  |
| Basic understanding of the learning experience provided by the school.   |                  | ✓                |



|   |                  |                  |
|---|------------------|------------------|
| Basic understanding of the way in which children develop.   |                  | ✓                |
| Understand the importance of physical and emotional wellbeing.  |                  | ✓                |
| <b>4. Working with others</b>   | <b>Essential</b> | <b>Desirable</b> |
| Understand the role of others working in the school.  |                  | ✓                |
| Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults. |                  | ✓                |
| Ability to work effectively with other adults in the school.  | ✓                |                  |
| Ability to provide timely and accurate information, as required.  | ✓                |                  |
| <b>5. Responsibilities</b>  | <b>Essential</b> | <b>Desirable</b> |
| Good organisational skills.   | ✓                |                  |
| Ability to manage own time effectively.   | ✓                |                  |
| Ability to follow instructions.   | ✓                |                  |
| <b>6. General</b>   | <b>Essential</b> | <b>Desirable</b> |
| Demonstrate a commitment to equality.   | ✓                |                  |
| Basic understanding of Health & Safety.   | ✓                |                  |
| Understand and implement child protection procedures.   | ✓                |                  |
| Understand procedures and legislation relating to confidentiality.  | ✓                |                  |
| Be prepared to develop and learn in the role.   | ✓                |                  |