



Person Specification – Catering Assistant

1. Qualifications and Experience	Essential	Desirable
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	✓	
2. Communication	Essential	Desirable
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.	✓	
3. Working with children	Essential	Desirable
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.		✓
4. Working with others	Essential	Desirable
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.	✓	
5. Responsibilities	Essential	Desirable
Good organisational skills.	✓	
Ability to manage own time effectively.	✓	
Ability to follow instructions.	✓	
6. General	Essential	Desirable
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.	✓	