

## FEDERATION OF FARNHAM & RICKLING CE PRIMARY SCHOOLS

Headteacher: Hannah Wheatcroft

Farnham CE Primary School  
Farnham  
Bishop's Stortford  
Hertfordshire CM23 1HR

Tel: 01279 771 339

Fax: 01279 771 339

Email: [admin@farnham.essex.sch.uk](mailto:admin@farnham.essex.sch.uk)

Website:

[www.federationfarnhamrickling.co.uk](http://www.federationfarnhamrickling.co.uk)



Rickling CE Primary School  
Rickling Green  
Saffron Walden  
Essex CB11 3YG

Tel: 01799 543 274

Fax: 01799 540 988

Email: [admin@rickling.essex.sch.uk](mailto:admin@rickling.essex.sch.uk)

Website:

[www.federationfarnhamrickling.co.uk](http://www.federationfarnhamrickling.co.uk)

**'Through faith and nurture, we thrive.'**

**Life in all its fullness. John 10:10**

### **PERSON SPECIFICATION**

#### **CATERING: KITCHEN ASSISTANT**

<b>General heading</b>	<b>Detail</b>	<b>Examples</b>
<b>Qualifications &amp; Experience</b>	Specific qualifications & experience	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
	Knowledge of relevant policies and procedures	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
	Literacy	Basic reading and writing skills
	Numeracy	Basic numeracy skills
	Technology	Ability to use kitchen and cleaning equipment
<b>Communication</b>	Written	Ability to complete basic forms
	Verbal	Ability to exchange routine verbal information clearly with children and adults
	Languages	Seek support to overcome communication barriers with children and adults
	Negotiating	Consult with colleagues

<b>Working with children</b>	Behaviour Management	Understand and implement the school's behaviour management policy
	SEN	Understand and support the differences in children and adults and respond appropriately
	Curriculum	Basic understanding of the learning experience provided by the school
	Child Development	Basic understanding of the way in which children develop
	Health & Well being	Understand the importance of physical and emotional wellbeing
<b>Working with others</b>	Working with partners	Understand the role of others working in the school
	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults
	Teamwork	Ability to work effectively with other adults in the school
	Information	Ability to provide timely and accurate information, as required
<b>Responsibilities</b>	Organisational skills	Good organisational skills
	Line Management	N/A
	Time Management	Ability to manage own time effectively
	Creativity	Ability to follow instructions
<b>General</b>	Equalities	Demonstrate a commitment to equality
	Health & Safety	Basic understanding of Health & Safety
	Child Protection	Understand and implement child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Be prepared to develop and learn in the role