



Person Specification

Catering Assistant

A – Application Form

I - Interview

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



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