



**PERSON SPECIFICATION:**

It would be desirable for all applicants to have the following experience, qualifications and knowledge. However the training will be given to suitable candidates.

<b>Selection Criteria</b>	<b>Essential:</b> These are qualities without which the Applicant could not be appointed	<b>Desirable:</b> These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	Application: A Interview: I Reference: R
<b>Experience</b>		<ul style="list-style-type: none"> <li>• Successful recent experience working with children and young people of relevant age in a learning environment.</li> <li>• Experience of encouraging high standards student behaviour at all times.</li> </ul>	<p>A R</p> <p>A R</p>
<b>Abilities, Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>• Willingness to keep up to date with relevant developments specific to the role and participate in development and training opportunities as required.</li> <li>• Ability to relate well to children, young people and adults.</li> </ul>	<ul style="list-style-type: none"> <li>• Appropriate knowledge of first aid and a willingness to undertake appropriate training.</li> </ul>	<p>A I R</p> <p>A I</p> <p>A I R</p>

	<ul style="list-style-type: none"> <li>• Ability to work constructively as part of a team.</li> </ul>		A I R
	<ul style="list-style-type: none"> <li>• Good organisational and time management skills.</li> </ul>		A I
	<ul style="list-style-type: none"> <li>• Excellent oral communication skills with adults, children and young people.</li> </ul>		A I R
	<ul style="list-style-type: none"> <li>• Ability to use own initiative and work independently.</li> </ul>		A I R
	<ul style="list-style-type: none"> <li>• Attention to detail.</li> </ul>		A I R
	<ul style="list-style-type: none"> <li>• Ability to be flexible.</li> </ul>		A I
	<ul style="list-style-type: none"> <li>• Ability to follow instructions accurately.</li> </ul>		A I R
	<ul style="list-style-type: none"> <li>• Ability to motivate, inspire and have high expectations of students.</li> </ul>		A I
	<ul style="list-style-type: none"> <li>• Have a creative approach to problem solving.</li> </ul>		A I
	<ul style="list-style-type: none"> <li>• Ability to adapt quickly and effectively to changing circumstances / situations.</li> </ul>		A I
	<ul style="list-style-type: none"> <li>• Ability to work calmly under pressure.</li> </ul>		A I
	<ul style="list-style-type: none"> <li>• Commitment to personal and professional development.</li> </ul>		A I
	<ul style="list-style-type: none"> <li>• Ability to maintain confidentiality when dealing with sensitive data.</li> </ul>		A I R
	<ul style="list-style-type: none"> <li>• Ability to self evaluate and seek opportunity for improvement.</li> </ul>		A I R
	<ul style="list-style-type: none"> <li>• Able to work as part of a rota overseeing different aspects of the role but remain aware of the activities in all dining areas.</li> </ul>		A I
	<ul style="list-style-type: none"> <li>• Able to clear and clean tables to allow easy flow in the Dining Hall.</li> </ul>		A I
	<ul style="list-style-type: none"> <li>• Ability to demonstrate a willingness to attend appropriate training and development.</li> </ul>		A I R

	<ul style="list-style-type: none"> <li>• Ability to understand and demonstrate commitment to work within and promote compliance with the Equality Act (2010) through the School's Equality Duty Information and Objectives Document.</li> <li>• Ability to comply with policies and procedures relating to child protection, health, safety and security, confidentiality, and data protection.</li> </ul>		<p>A I</p> <p>A I</p>
<b>Special Requirements</b>	<ul style="list-style-type: none"> <li>• A willingness to support/uphold the Catholic ethos of the school.</li> <li>• Flexible approach to working hours to meet the needs of the organisation.</li> <li>• Commitment to safeguarding and promoting the welfare of children and young people</li> <li>• <b>Must satisfy relevant pre-employment checks.</b></li> </ul> <p>This post will involve contact with vulnerable groups (children, young people and/or adults) and is therefore exempt from the Rehabilitation of Offenders Act 1974 and subject to an Enhanced Disclosure and Barring Service (DBS) check. This exemption means that applicants for this post are required to declare all criminal convictions, cautions, reprimands and bind-overs both spent and unspent in their application, regardless of the passage of time.</p>	<ul style="list-style-type: none"> <li>• Working Data Protection Legislation.</li> </ul>	<p>A I</p> <p>A I</p> <p>A I</p> <p>A I</p>