SAINT JOHN HENRY NEWMAN CATHOLIC COLLEGE
HEADTEACHER
MR GLYN POTTS MBE DL

Catering Assistant
Person Specification

[A] Training and Qualifications

	Essential or Desirable	How/when measured?
Basic food hygiene certificate, or to achieve within induction period.	E	A

[B] Experience

	Essential or Desirable	How/when measured?
Experience of preparing and cooking food in work, home or voluntary environment.	E	A/I/R
Experience of dealing efficiently and effectively with members of the public.	E	A/I/R
Cleaning experience in any environment.	E	A/I/R
Experience of working within school kitchens and serving meals to pupils/ students.	D	A/I/R

[C] Professional Knowledge and Understanding

Applicants should be able to provide evidence that they have the necessary qualities and attributes required by the post. These qualities may be demonstrated in a letter of application, however, it is more likely that they will be more fully assessed during the interview process and from the references. Within the context of a Catholic school applicants should be able to:

	Essential or Desirable	How/when measured?
Understanding of potential hazards faced working in a school kitchen and the need to follow procedures connected to cleanliness, health and safety.	E	A/I

Understanding of safeguarding and recognising the importance of ensuring a secure and safe environment for pupils.	E	A/I
Understanding of confidentiality and why this is important in a school.	E	A/I/R

[D] Personal and Professional Skills, Qualities and Attributes

Applicants should be able to provide evidence that they have the necessary qualities and attributes required by the post. These qualities may be demonstrated in a letter of application, however, it is more likely that they will be more fully assessed during the interview process and from the references. Within the context of a Catholic school applicants should be able to:

	Essential or Desirable	How/when measured?
Interpersonal skills to build and maintain effective relationships with all pupils and colleagues.	E	A/I/R
Literacy skills to read and follow basic instructions, including operation of a till.	E	A/I
To promote a positive ethos and be good role model.	E	A/I
To continually improve own practice/knowledge through self-evaluation and learning from others.	E	A/I/R
Demonstrate effective organisational skills and an ability to work under pressure.	E	A/I/R
Think creatively to anticipate and solve problems.	E	A/I/R
Prioritise, plan and organise themselves.	E	A/I/R
Demonstrate commitment to community cohesion and social inclusion.	E	A/I/R
To work flexibly as the workload demands.	E	A/I/R
Occasional out of hours working to support school functions.	E	A/I/R
Ability to prepare and to cook a range of food options.	E	A/I/R
When required, to wear safety clothing and PPE as appropriate to the risk assessment.	E	A/I/R

Ability to use appropriate cleaning materials and equipment.	E	A/I/R
Ability to follow instructions and to work under minimal supervision.	E	A/I/R
Ability to work as a member of a team to meet an immovable deadline.	E	A/I/R

[E] Application Form and Letter

*The appropriate application form should be **fully completed** and legible. The letter should be clear, concise and related to the specifics of the post identified as 'A' above.*

[G] Confidential References and Reports

Up to three referees should be nominated.

Only written references and reports should be provided and these should include a strong level of support for relevant professional and personal knowledge, skills and abilities referred to above. They should also provide:

A positive and supportive faith reference from a priest where the applicant regularly worships.	D
A positive recommendation from current employer	E

SAINT JOHN HENRY NEWMAN CATHOLIC COLLEGE

HEADTEACHER
MR GLYN POTTS MBE DL

NORTH WEST DIOCESAN STATEMENT ON
EQUAL OPPORTUNITIES IN EMPLOYMENT

The principle of equal opportunity for all is consistent with social justice and with the Christian ideal of recognising the dignity and worth of all who work or wish to work in our schools. The governing body is therefore committed to employment procedures which comply with civil law and do not discriminate on grounds of age, gender, race, colour, nationality, religion, sexual orientation, ethnic origin or disability.

We recognise and value the current and future contribution to our school of staff who while not sharing our Catholic faith make a strong and sincere commitment to the school's Christian values and Mission Statement.

Some teaching posts include specific responsibility for providing leadership and direction in the religious life and Catholic identity of the school. In other appointments, where two or more candidates for teaching posts are equally strong in the context of the criteria for appointment, preference may be given to a candidate who is Catholic.

In addition, the governing body recognises that the school and our Catholic teachers are called to be witnesses to Christ's teachings. We therefore reserve the right as employers to take into consideration any personal behaviour or circumstances which are outside the recognised norms of the Church and which are genuinely within an individual's control. In doing so, we will seek always to give witness to the Christian pastoral principles of love, respect and reconciliation.

0161 785 8858

OFF CANON DOLAN WAY
CHADDERTON, OL9 9QY

ENQUIRIES@NEWMANRC.OLDHAM.SCH.UK
WWW.NEWMANRC.OLDHAM.SCH.UK