

**Catering Assistant – Person Specification**

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| **General heading** | **Detail** | **Examples** |
| **Qualifications & Experience** | Specific qualifications & experience | Experience of working in a busy kitchen environment  Experience of basic food preparation  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  Completion of Induction programme |
| 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  Ability to operate till systems, serving students and staff |
| **Communication** | 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 |
| **Working with children** | 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 |

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| **Working with others** | 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 |
| Team work | Ability to work effectively with other adults in the school |
| Information | Ability to provide timely and accurate information, as required |
| **Responsibilities** | Organisational skills | Good organisational skills |
| Line Management | N/A |
| Time Management | Ability to manage own time effectively |
| Creativity | Ability to follow instructions |
| **General** | 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 |

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