



SIGMA TRUST

Person Specification

Kitchen Assistant

Qualifications & Experience	Essential	Desirable
<ul style="list-style-type: none"> • Experience of the preparation and cooking of simple food & beverages 	✓	
<ul style="list-style-type: none"> • Experience of Serving customers at the counter/hatch or from a trolley or kiosk as required 		✓
<ul style="list-style-type: none"> • Current qualification in first aid 		✓
<ul style="list-style-type: none"> • Basic reading and writing skills 	✓	
<ul style="list-style-type: none"> • Basic numeracy skills 	✓	
Skills and Knowledge	Essential	Desirable
<ul style="list-style-type: none"> • General understanding of the operation of a school 		✓
<ul style="list-style-type: none"> • Ability to maintain a high standard of personal and general cleanliness and hygiene to comply with statutory and school regulations 	✓	
<ul style="list-style-type: none"> • Ability to use kitchen and cleaning equipment 	✓	
<ul style="list-style-type: none"> • Ability to complete basic forms 	✓	
<ul style="list-style-type: none"> • Ability to exchange routine verbal information clearly with children and adults 	✓	
<ul style="list-style-type: none"> • Seek support to overcome communication barriers with children and adults 	✓	
<ul style="list-style-type: none"> • Understand and implement the school's behaviour management policy 	✓	
<ul style="list-style-type: none"> • Understand and support the differences in children and adults and respond appropriately 	✓	
<ul style="list-style-type: none"> • Basic understanding of the learning experience provided by the school 		✓
<ul style="list-style-type: none"> • Basic understanding of the way in which children develop 		✓
<ul style="list-style-type: none"> • Understand the importance of physical and emotional wellbeing 	✓	
<ul style="list-style-type: none"> • Understand the role of others working in the school 		✓
<ul style="list-style-type: none"> • Ability to provide timely and accurate information, as required 	✓	
Personal	Essential	Desirable
<ul style="list-style-type: none"> • Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults 	✓	
<ul style="list-style-type: none"> • Ability to work effectively with other adults in the school 	✓	
<ul style="list-style-type: none"> • Good organisational skills 	✓	
<ul style="list-style-type: none"> • Ability to manage own time effectively 	✓	

• Ability to follow instructions	✓	
• Demonstrate a commitment to equality	✓	
• Basic understanding of Health & Safety	✓	
• Understand and implement child protection procedures	✓	
• Understand procedures and legislation relating to confidentiality	✓	
• Be prepared to develop and learn in the role	✓	

Safeguarding Responsibilities

- Demonstrate a commitment to keeping children and young people safe
- Report any disclosure made to you to the appropriate person
- Report any safeguarding concerns in the workplace to the appropriate person
- Maintain an awareness of the Trust policies in relation to safeguarding

The Sigma Trust is committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to safer recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have a range of policies in place which promote safeguarding and safer working practice across our schools.