**MIDDAY ASSISTANT**

**PERSON SPECIFICATION**

|  | **Essential**  | **Desirable**  |
| --- | --- | --- |
| **Education and Qualifications**  |  |  |
| No specific educational qualifications are required  |   |   |

| **Experience**  |   |   |
| --- | --- | --- |
| Experience of general cleaning activities  |   | ✔  |
| Experience of working in a canteen environment |  | ✔ |

| **Knowledge and Understanding**  |   |   |
| --- | --- | --- |
| Knowledge of Health and Safety Issues (General and Control of Substances Hazardous to Health (COSHH)  |   | ✔  |

| **Skills and Attributes**  |   |   |
| --- | --- | --- |
| Able to undertake a range of manual cleaning and midday duties | ✔  |   |
| Ability to maintain high standards of cleanliness in dining areas | ✔  |   |
| Ability to work in an organised and methodical manner  | ✔  |   |
| Ability to able to use own initiative  | ✔  |   |
| Ability to work effectively and supportively as a member of the school team  | ✔  |   |
| Ability to take personal responsibility for standard of work carried out  | ✔  |   |
| Ability to work with a range of pupils and staff | ✔ |  |

| **Personal Qualities**  |   |   |
| --- | --- | --- |
| Clean and smart appearance  | ✔  |   |

| **Other**  |   |   |
| --- | --- | --- |
| Willingness to work flexible hours on occasions  | ✔  |   |
| Willingness to maintain confidentiality on all school matters   | ✔  |   |
| Willing to undertake training course that are relevant to the duties of the post or are required for Health and Safety reasons  | ✔  |   |

**SIGNATURES:**

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Signed .......................................... Signed ......................................

(Employee) (Headteacher)

Dated ............................................ Dated .......................................

(Employee) (Headteacher)