**Person Specification**

**Kitchen Assistant**

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| Qualifications & Experience | Essential | Desirable |
| * Experience of the preparation and cooking of simple food & beverages | ✓ |  |
| * Experience of Serving customers at the counter/hatch or from a trolley or kiosk as required |  | ✓ |
| * Basic reading and writing skills | ✓ |  |
| * Basic numeracy skills | ✓ |  |
| Skills and Knowledge | Essential | Desirable |
| * 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 | ✓ |  |
| * Ability to use kitchen and cleaning equipment | ✓ |  |
| * Ability to complete basic forms | ✓ |  |
| * Ability to exchange routine verbal information clearly with children and adults | ✓ |  |
| * Seek support to overcome communication barriers with children and adults | ✓ |  |
| * Understand and implement the school’s behaviour management policy | ✓ |  |
| * Understand and support the differences in children and adults and respond appropriately | ✓ |  |
| * Basic understanding of the learning experience provided by the school |  | ✓ |
| * Basic understanding of the way in which children develop |  | ✓ |
| * Understand the importance of physical and emotional wellbeing | ✓ |  |
| * Understand the role of others working in the school |  | ✓ |
| * Ability to provide timely and accurate information, as required | ✓ |  |
| Personal | Essential | Desirable |
| * Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults | ✓ |  |
| * Ability to work effectively with other adults in the school | ✓ |  |
| * Good organisational skills |  |  |
| * 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 | ✓ |  |