**Person Specification**

**Kitchen Assistant**

|  |  |  |
| --- | --- | --- |
| 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
 | ✓ |  |