PERSON SPECIFICATION

Closing Date: 9am, Monday 7th September **Post: Catering Assistant**

Candidates Name:

	Essential	Met	Partially met	Not met	Information missing or incomplete	**Desirable**	Met	Partially met	Not met	Information missing or incomplete
Qualifications and Experience						• First Aid • Previous experience within a school catering environment				
Knowledge, Understanding & Skills	• Patience and understanding with pupils aged 4-11yrs • Sound behaviour management skills • Clear spoken English • Ability to use common sense during an incident • Ability to respond effectively and quickly during in the event of an accident or critical incident • Ability to communicate to children aged 4 – 11yrs • Food Hygiene Certificate					• Ability to be flexible with tasks • Understanding of 'Keeping Children Save in Education' as the role will be classed as regulated activity				
People Management Skills	• Willing to take instruction • Can work as part of a team.					• Good communication skills • Communicate effectively with pupils, parents, governors & colleagues				
Other Personal Qualities	• Self-evaluative, positive & adaptable to changing circumstances & new ideas									

	• Possess professional confidence and are able to work independently. • Possess good organisational skills • Sociable & outgoing • Be in good health									

Overall comments/Further areas to explore from application

Proceed to interview: **YES** **NO**

Signed: **Position:** **Date:**

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