

Person Specification

Catering Assistant

General	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	<p>Experience of the preparation and cooking of simple food & beverages</p> <p>Experience of Serving customers at the counter/hatch or from a trolley or kiosk as required</p> <p>Experience of all aspects of cleaning equipment (light and heavy), walls (up to 6ft.) floors, fixtures and fittings, cooking utensils, cutlery, glassware etc.</p> <p>Basic level of education</p> <p>Completion of DCSF Induction programme</p>
	Knowledge of relevant policies and procedures	<p>General understanding of the operation of a school</p> <p>Ability to maintain a high standard of personal and general cleanliness and hygiene to comply with statutory and school regulations</p>
	Literacy	Basic reading and writing skills
	Numeracy	Basic numeracy skills
	Technology	Ability to use kitchen and cleaning equipment
Communication	Written	Ability to complete basic forms
	Verbal	Ability to exchange routine verbal information clearly with children and adults
	Languages	Seek support to overcome communication barriers with children and adults
	Negotiating	Consult with colleagues
Working with children	Behaviour Management	Understand and implement the school's behaviour management policy
	SEN	Understand and support the differences in children and adults and respond appropriately
	Curriculum	Basic understanding of the learning experience provided by the school
	Child Development	Basic understanding of the way in which children develop
	Health & Well being	Understand the importance of physical and emotional wellbeing
Working with others	Working with partners	Understand the role of others working in the school
	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults

	Team work	Ability to work effectively with other adults in the school
	Information	Ability to provide timely and accurate information, as required
Responsibilities	Organisational skills	Good organisational skills
	Line Management	N/A
	Time Management	Ability to manage own time effectively
	Creativity	Ability to follow instructions
General	Equalities	Demonstrate a commitment to equality
	Health & Safety	Basic understanding of Health & Safety
	Child Protection	Understand and implement child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Be prepared to develop and learn in the role