

## **PERSON SPECIFICATION**

**JOB TITLE:** **General Assistant**

**GRADE:** **GR1**

**Method of Assessment (MOA):**

AF = application form

I = Interview

T = Test/Exercise

P = Presentation

CRITERIA	ESSENTIAL	MOA
<b><i>Education/ Qualifications</i></b> <i>NB Full regard must be paid to overseas qualifications</i>	<ul style="list-style-type: none"> <li>Must hold a Level 2 certificate in Food Safety (Training Will Be given).</li> </ul>	AF/I
<b><i>Experience</i></b> <i>(Relevant work and other experience. Paid and unpaid)</i>	<ul style="list-style-type: none"> <li>Must have some general knowledge of catering and the ability to work as part of a team.</li> </ul>	AF/I AF
<b><i>Skills and abilities</i></b> <i>(eg written communication skills, dealing with the public)</i>	<ul style="list-style-type: none"> <li>Ability to receive and follow instructions, and able to work to a daily service schedule.</li> <li>Demonstration of ability to work in an environment working with children.</li> <li>Awareness of basic food hygiene standards, as well as a common sense towards personal Health &amp; Safety, and a tidy, professional appearance and manner.</li> </ul>	AF/I AF/I/T AF/I
<b><i>Training</i></b>	<ul style="list-style-type: none"> <li>Willingness to undertake formal training to achieve Food Safety Level 2</li> </ul>	AF/I
<b><i>Other</i></b>	<ul style="list-style-type: none"> <li>A willingness to undertake any training appertaining to the post identified under the personal development scheme.</li> <li>Must be willing to work in a developing and pressured environment in order to meet the needs of the academy</li> </ul>	AF/I AF/I