

Personal Specification

Vacancy: Catering Assistant
Contract: Permanent.
Hours of Work: Monday to Friday, 12.5 hours per week Term time plus 2 days
Grade: SCP 3 – 4 £24,749.00 to £25,185.00 (FTE)
School: St Anthony's Girls Catholic Academy
Responsible to: Executive Chef

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Educational Attainment		GCSE English and Maths, Grade C or above	- Application Form - Interview - Certificates
Work Experience		Previous Catering experience	- Application Form - Interview - References - Selection Day
Knowledge/ Skills/ Aptitudes	- Good communication skills - Good customer service skills - Good interpersonal skills		- Interview - References - Selection Day
Disposition	- Able to cope under pressure - Flexible approach to work - Committed to the principles of equality and diversity - Able to work well as part of a team		- Interview - References - Selection Day
Circumstances	Enhanced Disclosure from the Disclosure and Barring Service		DBS Check