

PERSON SPECIFICATION

Job Title: General Assistant – Swanshurst Kitchen

Grade: Grade 2

Method of Assessment (M.O.A).

AF = Application Form; I = Interview T = Test or Exercise; P = Presentation

Criteria/Experience	Essential	Desirable	M.O.A.
Relevant work and other experience		Experience of working in a catering environment.	AF/I
Skills and Abilities	Able to work as part of a team. Good verbal and written communication.		AF/I
Training	Commitment to undergo training/professional development linked to business requirements.		AF/I
Education/Qualifications	Level 2 Food Safety and Hygiene certificate (or willingness to achieve upon appointment). Successful completion of the relevant qualification(s) is a condition of probation.		AF/I
Skills & Ability	The ability to speak fluent spoken English is an essential requirement for this role.		
Other	Eligibility to work in the UK. Flexible to some occasional variation in working hours.		AF/I

	To have regard for school policies and procedures including health & safety.		
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CONTRA-INDICATIONS	Unsatisfactory Clearance of a DBS check	AF/I/DBS
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ALL STAFF ARE EXPECTED TO BE COMMITTED TO THE CITY COUNCIL'S EQUAL OPPORTUNITIES POLICY AND ADHERE TO THE SAFEGUARDING OF CHILDREN PROCEDURES

COMPILED BY: _____ DATE: _____

(Shortlisting/Interviewing Panel): _____ DATE: _____