



Person Specification – Catering Assistant

	Essential	Desirable
<b>QUALIFICATIONS AND TRAINING</b>		
GCSE or equivalent in English and Maths, grades 9-4 (A*-C)	Y	
<b>EXPERIENCE</b>		
Experience of working in a kitchen/catering environment	Y	
Evidence of working within a team and developing strong partnerships with colleagues	Y	
Experience of working with young people		Y
Experience of working with secondary aged-students aged between 11-16		Y
<b>ABILITIES, SKILLS AND KNOWLEDGE</b>		
Ability to keep accurate records and control of stock		Y
Ability to practice and promote the policies and ethos of the school	Y	
Ability to use IT confidently and flexibly		Y
Knowledge of safeguarding and policies intended to keep children safe in education	Y	
Ability to undertake new training and implement that in the workplace	Y	
<b>PERSONAL SKILLS AND QUALITIES</b>		
High standards of personal and professional conduct	Y	
An excellent communicator and strong interpersonal skills	Y	
Remaining calm under pressure	Y	
Flexible and able to work through challenges	Y	
Confident when working with young people	Y	
Warmth, sensitivity and enthusiasm	Y	
Drive, commitment and a proven capacity for hard work	Y	
Effective time management	Y	
Capacity to manage own work pressure and that of others	Y	
Willingness to be involved in the wider life of the school	Y	
Approachable and positive with colleagues	Y	
Ability to work effectively and plan ahead	Y	
Optimistic and positive with students and colleagues	Y	