

## SHERWELL VALLEY PRIMARY SCHOOL

### PERSON SPECIFICATION – CATERING ASSISTANT

HEADINGS	ESSENTIAL	DESIRABLE	EVIDENCE
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>Basic level 2 Hygiene Certificate or willingness to undergo training</li> </ul>		Application form
<b>TRAINING</b>	<ul style="list-style-type: none"> <li>Willingness to attend appropriate training and take responsibility for own professional development</li> </ul>		Application form
<b>EXPERIENCE</b>		Previous experience in catering	Application form Selection day
<b>KNOWLEDGE AND SKILLS</b>	<ul style="list-style-type: none"> <li>A basic understanding of Health &amp; Safety</li> <li>Assist the catering manager in day to day routines</li> <li>Able to weighing ingredients – chopping/peeling/cooking</li> <li>Understand stock rotation</li> <li>Understand the need for probe testing/record keeping/logs</li> <li>Responsible for cleaning – can clean effectively</li> </ul>		Application form Selection day
<b>PERSONAL DETAILS</b>	<ul style="list-style-type: none"> <li>Has a good attendance record</li> <li>Is able to take up the post at the appropriate date/time</li> <li>High standards of personal cleanliness</li> </ul>		Application form Selection day
<b>PERSONAL QUALITIES AND PHILOSOPHY</b>	<ul style="list-style-type: none"> <li>Punctual</li> <li>Conscientious and self-motivated</li> <li>Reliable &amp; trustworthy</li> <li>Personal pride in a job well done</li> <li>Good communicator with a friendly personality and good interpersonal skills</li> <li>Ability and desire to learn new skills</li> <li>Ability to organise and prioritise own workload – is autonomous</li> <li>Energy and hard working. No evidence of poor attitude to the demands of the post.</li> <li>Enthusiastic</li> <li>Has high expectations of self</li> <li>Has an open mind and is adaptable</li> <li>Uses their initiative consistently and solve unexpected problems that arise</li> <li>Understands the importance of positive links with suppliers, parents, staff and children</li> <li>Strong commitment to team working and partnership</li> <li>Ability to maintain a high standard of performance and a sense of humour whilst working under pressure</li> <li>Effective organisational skills</li> <li>Ability to prioritise and manage own workload whilst dealing with lower level priority work</li> <li>Eagerness to learn and develop professionally</li> <li>Responds calmly to emergencies</li> <li>Have a strong interest in children's health</li> <li>Kind, caring manner with children</li> </ul>		Application form Selection day
<b>INTERESTS</b>	<ul style="list-style-type: none"> <li>Cooking</li> </ul>		Application form Selection day
<b>ADDITIONAL OBSERVATIONS</b>	<ul style="list-style-type: none"> <li>Will work well with other catering staff</li> </ul>		Application form Selection day
<b>Special job requirements</b>	<ul style="list-style-type: none"> <li>Understanding of the importance of safeguarding children</li> </ul>		

