

Silver Springs Primary Academy - Person Specification

Post: Catering Assistant 10 hours

<i>CRITERIA</i>	CATEGORY	METHOD OF ASSESSMENT
1. Educational Standard/Qualifications		
<ul style="list-style-type: none"> • Good level of numeracy and literacy 	Essential	Application form and evidence of qualification
<ul style="list-style-type: none"> • Maths & English GCSE Grade C or above (or equivalent) 	Desirable	As above
2. Experience		
<ul style="list-style-type: none"> • Experience of working in a customer care focused environment 	Desirable	Application form / Interview
<ul style="list-style-type: none"> • Experience of preparing food 	Desirable	Application form / Interview
<ul style="list-style-type: none"> • Experience of serving food 	Desirable	Application form / Interview
<ul style="list-style-type: none"> • Experience of working with children 	Desirable	Application form / Interview
3. Personal Qualities / Skills		
<ul style="list-style-type: none"> • A polite and friendly manner with excellent customer service skills 	Essential	Application form/Interview
<ul style="list-style-type: none"> • Effective written and verbal communication skills 	Essential	Application form /Interview
<ul style="list-style-type: none"> • Ability to work flexibly, coping with conflicting demands 	Essential	Application form /Interview
<ul style="list-style-type: none"> • Ability to work to strict deadlines 	Essential	Application form /Interview
<ul style="list-style-type: none"> • Ability to maintain all necessary confidentiality 	Essential	Application form/Interview
<ul style="list-style-type: none"> • Ability to work independently on own initiative and as part of a team, referring to line manager as appropriate 	Essential	Application form/Interview
4. Knowledge		
<ul style="list-style-type: none"> • Knowledge of catering procedures and systems 	Desirable	Application form /Interview
5. Commitment and Behaviours		
<ul style="list-style-type: none"> • Commitment to the Academy ethos 	Essential	Interview
<ul style="list-style-type: none"> • Commitment to equal opportunities, safeguarding, inclusion & Health & Safety policies 	Essential	Interview