

Woodside Primary Academy
Person Specification
Catering Assistant



JOB REQUIREMENTS	Essential	Desirable	Method of Assessment I//A*
Qualifications			
Good general standard of Education	✓		A
L2 Food Safety in Catering, or commitment to obtain qualification	✓		A
Experience			
Evidence of having worked with children in some capacity; this could be as a parent/carer	✓		I/A
Relevant work experience in a similar environment		✓	I/A
			I/A
Skills, knowledge and Understanding			
A positive interest in working with children	✓		A
Ability to effectively plan, organise and manage workload	✓		I/A
Ability to work alone and as part of a team	✓		A
Effective communication skills			I/A
Ability to work calmly and with patience	✓		I/A
Good organisational skills	✓		I/A
A strong commitment to equality	✓		I/A
Confident to liaise and build good working relationships with colleagues and other professionals.	✓		I/A
An understanding of Safeguarding and the necessary Child Protection procedures in a school.	✓		I/A
Other Requirements			
Flexible approach to work, needs and service delivery	✓		I/A
High standard of punctuality	✓		I/R
A commitment to on-going personal development and willingness to undertake appropriate training.	✓		I/A
Appointment to the post is subject to a satisfactory enhanced DBS clearance	✓		I/A

This post is exempt from section 4(2) of the Rehabilitation of Offenders Act, 1974, as the duties give you access to persons who are under the age of 18.

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website.'

*I - Interview A - Application Form R – Reference