

## **INSPIRE ACADEMY**

### **Person Specification**

**Job Title:** Catering Assistant

**Post No:** 11862

**Grade:** D2, Spine Point 4 – 7 (£18,933 – £21,748 pro rata)

**Hours:** 20hrs per week, term-time only (9.30am – 1.30pm)

**Reports to:** Welfare Manager

#### **1. Qualifications**

- Basic literacy and numeracy are required for this post.
- A Level 2 Food Hygiene Certificate, or willingness to undertake training to achieve this, is essential.

#### **2. Knowledge**

- Some knowledge of food hygiene procedures in a catering environment.

#### **3. Experience**

- Previous experience of working in catering would be an advantage.

#### **4. Skills**

- Able to understand and follow instructions.
- Good communication and team working skills.
- Basic ICT skills.

#### **5. Personal Qualities**

- You will need to be well organised, accurate and able to work in a busy school environment.
- You must also be sympathetic to the needs of pupils deemed to have Social Emotional and Mental Health (SEMH).
- You must maintain confidentiality in all aspects of your work.

<b>Essential</b>	<b>Desirable</b>	<b>Evidence</b>
Experience of working in the catering industry.	Catering qualification	Application form and interview
Possession of Level 2/3 Food Hygiene certificate (or willing to work towards this).	Good GCSE or equivalent level 2 qualification in English and maths	Application form
Good communication skills.		Application form and interview
Ability to form productive working relationships with other colleagues.		Interview
Awareness of safeguarding expectations	Training in child protection issues	Application form
Experience of working with children		Interview
A person who shows warmth, care and sensitivity in dealing with children		Interview