

Hanson Academy

Personnel Specification.

Post Title: Catering Assistant

Attribute	Essential	Desirable	How identified
Qualifications	Good level of general education	Formal catering qualifications NVQ 1 or equivalent. Food Hygiene qualification	Application form. Interview
Experience	No formal training is required as on the job training will be provided.	Experience of working in a commercial catering operation etc.	Application form. Interview. References.
Special Knowledge	Knowledge of basic food preparation. Ability to understand oral instructions. To attend training courses	Awareness of requirements under Health & Safety regulations. Experience of till operation at any level	Interview.
Disposition/attitude	Reliable, dependable and calm in difficult circumstances Able to relate to children and Staff Able to work on own initiative with a commitment to maintaining the kitchen in a safe, clean, tidy and hygienic condition Willing to undertake any relevant training	Experience of working with children	Interview
Practical & intellectual skills	Job requires normal mental effort Able to communicate effectively in English Able to read and write English	Basic numeracy skills	Application Interview References

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Attribute	Essential	Desirable	How identified
Personal circumstances	Able to perform normal duties Able to keep to working hours of the post. Will not require leave of absence during term time (save for sickness or compassionate leave). Legally entitled to work in the UK (Asylum and Immigration Act 1996)		Application Interview
Physical and sensory	Job requires normal physical effort with occasional physical effort sometimes in awkward positions. Working in reasonable conditions, normally inside and at room temperature. As an equal rights employer we are committed to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment for any employee who develops a disabling condition.		Application form. Interview. References.

This Personnel Specification

This personnel specification described the job requirements on which the short listing and selection decision will be based. To be selected for an appointment you must be able to show that you meet all the 'essential' requirements for the post. The very best candidates are most likely to also meet the 'desirable' criteria. To ensure that the short-listing panel can make a proper assessment of your suitability for the post, please ensure that the application shows how you meet the requirements set out in the personnel specification.

References and Police Checks

All offers of appointment will be subject to receipt of satisfactory references. The post will be subject to a search of police criminal records and appointment to this post will be conditional upon confirmation by the police of information provided to us by the applicant.