



## St. Julie's Catholic High School

### PERSON SPECIFICATION ASSISTANT CHEF

***'St Julie's Catholic High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and visitors to share this commitment'***

| Qualification Requirements                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Essential                                        | Desirable                             | Source                                                                   |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|---------------------------------------|--------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>Catering Qualification; City &amp; Guilds 1&amp;2 Catering or NVQ equivalent</li> <li>Level 2 Food Safety/Hygiene Certificate</li> <li>First Aid Qualified</li> </ul>                                                                                                                                                                                                                                                                                            |                                                  | X<br><br><br>X<br><br>X               | AF/I<br><br><br>AF/I<br><br>AF/I                                         |
| Experience Requirements                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Essential                                        | Desirable                             | Source                                                                   |
| <ul style="list-style-type: none"> <li>Previous experience in a school environment</li> <li>Experience of working in a catering service</li> </ul>                                                                                                                                                                                                                                                                                                                                                      | <br><br>X                                        | X<br><br><br>                         | AF/I<br><br>AF/I                                                         |
| Knowledge/Understanding                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Essential                                        | Desirable                             | Source                                                                   |
| <ul style="list-style-type: none"> <li>Knowledge of H&amp;S Procedures and protocols</li> <li>Understanding of relevant legislation and guidance</li> <li>Knowledge of use and maintenance of catering equipment</li> </ul>                                                                                                                                                                                                                                                                             | X<br>X<br><br>X                                  |                                       | AF/I<br>AF/I<br><br>AF/I                                                 |
| Personal Qualities, Skills & Abilities                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Essential                                        | Desirable                             | Source                                                                   |
| <ul style="list-style-type: none"> <li>Computer Literacy</li> <li>Ability to communicate</li> <li>Team working skills</li> <li>Ability to work within recognised procedures and follow instructions</li> <li>Ability to carry out lifting within H&amp;S guidelines</li> <li>Well organised and able to work to pre-set deadlines</li> <li>Excellent attention to detail</li> <li>Willingness to undertake training as required</li> <li>Smart appearance and maintain good personal hygiene</li> </ul> | <br>X<br>X<br><br>X<br><br>X<br>X<br>X<br>X<br>X | X<br><br><br><br><br><br><br><br><br> | AF/I<br>AF/I<br>AF/I<br><br>AF/I<br><br>AF/I<br><br>AF/I<br>AF/I<br>AF/I |



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| Pastoral Skills                                                                                                                                                                           | Essential | Desirable | Source |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------|--------|
| <ul style="list-style-type: none"> <li>Able to maintain a professional, yet caring and compassionate approach to dealing with students</li> </ul>                                         | X         |           | R/I    |
| Pre-employment Checks                                                                                                                                                                     | Essential | Desirable | Source |
| <ul style="list-style-type: none"> <li>Suitable to work with children. An Enhanced Disclosure with Children's Barred List check will be completed for the successful applicant</li> </ul> | X         |           | DBS    |
| <ul style="list-style-type: none"> <li>Positive recommendation from all referees including current employer</li> </ul>                                                                    | X         |           | R      |
| General                                                                                                                                                                                   | Essential | Desirable | Source |
| <ul style="list-style-type: none"> <li>Supports the ethos of the school</li> </ul>                                                                                                        | X         |           |        |
| <ul style="list-style-type: none"> <li>Is Flexible and adaptable</li> </ul>                                                                                                               | X         |           |        |
| <ul style="list-style-type: none"> <li>Occasional working outside normal hours to facilitate catering for school events</li> </ul>                                                        | X         |           |        |

(AF- Application Form, I-Interview, R- Reference)

**All staff appointed to St Julie's are expected to be committed to supporting the school's aims and actively implement the school's policies**