

Job Specification

Catering & Cleaning Assistant

<u>Knowledge, skills and experience requirements for the post.</u>		
<u>Qualifications</u>	<u>Essential</u>	<u>Desirable</u>
Level 2 qualifications in English and Maths		Desirable
Willingness and ability to obtain and/or enhance qualifications and training for development in the post.	Essential	
<u>Experience</u>	<u>Essential</u>	<u>Desirable</u>
Experience of working in a school environment		Desirable
Previous experience in a catering and/or cleaning role		Desirable
<u>Skills</u>	<u>Essential</u>	<u>Desirable</u>
Ability to work flexible hours to provide support for events at the Institute	Essential	
Good communication and listening skills to be used at all times with delegates, customers and staff	Essential	
Ability to respect and maintain confidentiality	Essential	
Efficient and effective organisational skills	Essential	
Knowledge and understanding of Academy child safeguarding procedures		Desirable
<u>Other</u>	<u>Essential</u>	<u>Desirable</u>
Satisfactory Enhanced Criminal Records Disclosure	Essential	
Assessed and advised by Health and Well Being	Essential	