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**St Clement’s C of E Primary School**

**Catering Assistant Person Specification**

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| **For this job we are looking for**  | * Active listening and verbal communication skills for effective interaction with customers, other catering colleagues and city council employees.
* Ability to work under supervision and as part of a team.
* Knowledge of basic hygiene and health and safety.
* Basic numeracy and ability to accurately complete daily returns.
* Willing to abide by all School policies and procedures.
* The role holder must have a command of spoken English which is sufficient to enable the effective performance of the role, including the ability to speak with confidence and
* accuracy and the ability to listen and respond appropriately dependent on the audience
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| **Personal Style & Behaviour** | * Tact and diplomacy in all interpersonal relationships with the public and colleagues at work.
* Self-motivation and personal drive to complete tasks to required timescales and quality standards.
* The flexibility to adapt to changing workload demands and new organisational challenges including being deployed to any establishment.
* Personal commitment to ensure that services are equally accessible and appropriate to the diverse needs of service users.
* Personal commitment to continuous self -development.
* To wear the uniform provided.
* Be willing to consent to and apply for an enhanced disclosure check to the DBS (Disclosure and Barring Service).
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