**‘SAFER SCHOOL, SAFER CULTURE’**

**Cardinal Heenan Catholic High School**

“RESPECT, BELIEVE, ACHIEVE.”

**PERSONAL SPECIFICATION – CATERING ASSISTANT**

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|  | **Essential** | **Desirable** | **Identified by** |
| **Experience** | Experience of working in a busy kitchen environment.  Experience of working in a team. | Experience of working in an educational setting. | Application form/ interview |
| **Qualifications/ Training** | Commitment to undertake training / CPD. | Food hygiene certificate.  Evidence of relevant CPD. | Application Form |
| **Professional skills and Knowledge** | To ensure the school’s safeguarding policies and procedures are followed at all times.  The ability to identify tasks to be completed.  The ability to communicate politely and effectively with young people and colleagues.  Commitment to follow all health and safety procedures.  Commitment to working with the team to achieve shared goals. | A good understanding of working in an educational setting. | Application form  interview  references |
| **Personal qualities** | Trustworthy.  Ability to organise and prioritise workload.  Ability to recognise the importance of ensuring a safe and secure environment.  Ability to follow policy and procedures.    Flexibility to accommodate the needs of the school and to work late on occasions to support school events. |  | Application form  interview  references |

**The school is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff, workers and volunteers to share this commitment**