

## Person Specification

Job Title:	<b>Catering Assistant – (Permanent)</b>
Salary/Grade:	<b>GLP Grade 1, SCP 2 (£23656 FTE) – 3 (£24026.62 FTE) Pro Rata</b>
Working Hours	<b>12.5 hours per week, (Part Time, Term Time Only)</b>
Academy/Site Name:	<b>Woodhouse Primary Academy</b>
Location/Address:	<b>Woodhouse Road, Quinton, B32 2DL</b>

Greenheart Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We therefore expect all staff and volunteers to work to and within school policies and procedures, including safeguarding, child protection and health and safety.

This post is subject to satisfactory references which will be requested prior to the interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications, plus verification of the right to work in the UK.

	Essential	Desirable	How Identified
<b>Education &amp; Qualifications</b>			Formal possession of an appropriate qualification to be verified at Interview or from records
Catering Qualification: (1st Year minimum) or equivalent	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Food Hygiene Certificate (or equivalent)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Basic Reading, Writing and Numeracy Skills (includes Maths and English)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>Relevant Experience</b>			Past employment activity record from Application Form or Interview. Performance.
Previous Kitchen / Catering Experience	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Experience of the preparation and cooking of simple food.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Experience of serving at the counter	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Experience of cleaning equipment.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>Skills &amp; Abilities</b>			Past employment activity record from Application Form or Interview. Performance.
Good communication skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Work well within a team	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Demonstrative evidence of taking pride in your work and appearance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
A positive Hardworking Attitude	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Able to establish positive relationships with colleagues and children	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>Disposition</b>			Past employment activity record from Application Form or Interview. Performance.
Good interpersonal skills	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Resilient, cheerful, and positive	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

	Essential	Desirable	How Identified
Commitment to safeguarding procedures	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
A passion to make a difference to children at Woodhouse Primary Academy	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Enhanced DBS Clearance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

### Special Requirements

It is the responsibility of each employee to carry out their duties in line with GLP's ethos and culture of safe working practices for adults working with children and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment.

Each employee should act as an exemplar on these issues and must, where appropriate, identify and monitor training for themselves and any employees they are responsible for.

Developed by:	Oliver Wilson
Job Title:	Headteacher
Date of Issue:	September 2024