Greensted Primary School & Nursery
Excellence for All

Person Specification

Deputy Catering Manager

Qualifications and Experience	Essential	Desirable
Experience of the preparation and cooking of simple food and beverages	✓	
Experience of serving customers at the counter/hatch or from a trolley or kiosk	✓	
Current Level 3 Food Hygiene & Safety qualification (essential but school will arrange training if needed)	✓	
Reading and writing skills	✓	
Basic numeracy skills	✓	

Skills and Knowledge	Essential	Desirable
Ability to assist with creating and writing menus and reports	✓	
General understanding of the operation of a school		✓
Ability to maintain a high standard of personal and general cleanliness and hygiene to comply with statutory and school regulations	✓	
Ability to use a kitchen and cleaning equipment	✓	
Ability to complete basic forms	✓	
Ability to exchange routine verbal information clearly with children and adults	✓	
Ability to use initiative or seek support, to overcome communication barriers with children and adults	✓	
Understanding of ability to implement the school's behaviour management policy	✓	
Understanding of and ability to support the differences of children and adults and respond appropriately	✓	
Basic understanding of the learning experience provided by the school		✓
Basic understanding of the way in which children develop		✓
Understanding of the importance of physical and emotional wellbeing	✓	
Understanding of the role of others working in the school		✓
Ability to provide timely and accurate information as required	✓	
Ability to manage and support the work of others	✓	
Demonstrate creativity and an ability to resolve problems independently	✓	
Good understanding of Health and Safety	✓	
Understand and implement child protection procedures	✓	
Understand procedures and legislations relating to confidentiality	✓	

Personal	Essential	Desirable
Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults	✓	
Ability to work effectively with other adults in the school and to build open and honest working relationships	✓	
Ability to work effectively as part of a team	✓	
Excellent organisational skills	✓	
Ability to manage own time effectively	✓	
Ability to follow instructions	✓	
Be prepared to develop and learn in the role	✓	
Commitment to the safeguarding of children and following relevant policies	✓	
Awareness of and commitment to equality	✓	
Know when and how to seek support	✓	