



ST EDMUND'S CATHOLIC SCHOOL



PERSON SPECIFICATION

St Edmund's Catholic School are committed to safeguarding and promoting the welfare of Children & Young People, and require all staff and volunteers to share this commitment.

JOB TITLE:	Food & Technology Support Assistant
REPORTS TO:	Food Technology, Textiles and other Technology Teachers

	Essential Criteria	Desirable Criteria	Measured By
Education and Qualifications	<ul style="list-style-type: none"> GCSE's in English, Maths and a range of other subjects. 	<ul style="list-style-type: none"> Basic Food Hygiene Certificate or equivalent. 	Application Form. Certificates.
Skills and Abilities	<ul style="list-style-type: none"> Ability to liaise and communicate effectively and pleasantly with others by telephone or in person to obtain and provide information, give assistance and receive instruction. Highly organised; able to prioritise and to remain calm under pressure and cope with interruptions. Ability to work both independently and as a member of a team. Able to work with adults and students. Ability to follow instructions and guidelines, to recognise procedures and to operate in a safe systematic and methodical way. Ability to adapt work and train in new technologies or new equipment. Ability to operate a range of equipment, including kitchen and technology equipment. Ability to assist with demonstrations of equipment and practical exercises to students. Able to work in accordance with the school's safeguarding policies and procedures. Able to consistently produce high quality work and maintain accurate records. Able to be creative and assist in the design of resources and displays to deliver a stimulating education environment. 		Application Form. Interview.

	<ul style="list-style-type: none"> • Good time management to ensure that equipment, resources and cleaning of equipment is ready in preparation for the start of lessons. 		
Experience	<ul style="list-style-type: none"> • Experience of using own initiative and problem solving. • Planning for the efficient and cost-effective use of resources. 	<ul style="list-style-type: none"> • Working in an education environment. 	Application Form Interview.
Knowledge and Understanding	<ul style="list-style-type: none"> • General knowledge of equipment used in Food & Technology, e.g. cookers, mixers, sewing machines, over-locker etc. • Knowledge and understanding of Health & Safety issues and COSHH. • Personal hygiene in the preparation and serving of food. • Knowledge of general office equipment e.g. photocopier, computers. • Working knowledge of Microsoft Office. • A basic knowledge of the nature of work undertaken by a Secondary School. • A basic understanding of the needs and characteristics of young people. 		Application Form. Interview. Test.
Other Requirements	<ul style="list-style-type: none"> • Committed to their own professional development. • Committed to and able to promote the aims of our school. • Able to work flexibly, and to attend INSET days as required and other relevant training courses. • To attend Open Day which is usually held on a Saturday morning at the end of September/early October. 		Application Form. Interview.