

Person Specification

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|-------------|---------------------------|----------------------|---------------|
| Role | Catering Assistant | Last Reviewed | December 2023 |
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Importance of a Person Specification

When shortlisting, the below criteria will be assessed as either *Essential (E)* or *Desirable (D)*.

These criteria are reviewed throughout the selection process and will be considered if there is evidence in your *Application Form (AF)*, your *Supporting Statement (SS)* or if we further our criteria seeking at the *interview stage (I)*. Your application form therefore needs to identify and provide some examples of how and why you feel you can demonstrate some or all of the criteria below.

| JE | Criteria | Essential/Desirable | How Assessed |
|--------|---|---------------------|--------------|
| | Personal Qualities | | |
| A1/II2 | Ability to take own initiative and prioritise own work load with little or no supervision | D | AF/SS |
| IC1 | Good interpersonal skills | E | AF/SS |
| S | Ability to work as part of a team and individually | E | AF |
| P1 | Ability to undertake work which requires, occasional physical effort | E | AF/I |
| | Knowledge & Skills | | |
| K2 | Basic literacy and numeracy skills required | D | AF/SS |
| K2 | Ability to learn systems and procedures and apply them consistently | E | AF/SS |
| K1 | Ability to follow straight forward instructions | E | SS/I |
| PS3 | Considerable precision skills undertake basic tasks such as knife skills, and maintenance machinery | D | AF/SS |
| | Experience | | |
| S | Previous Catering Assistant experience or similar roll | E | I/AF/SS |
| S | Experience in working within a busy catering environment | E | AF/SS |
| S | Experience working within a school environment | E | AF/SS |
| | Qualifications | | |
| | 5 A*-C Grades GCSE including English | D | AF |
| | Service | | |
| | A commitment to working for the benefit of others | E | SS / I |

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|--|---|---|--------|
| | A commitment to working within the expectation outlined in the Catholic purpose of all job descriptions | E | SS / I |
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