

## Bure Park Specialist Academy Person Specification – Catering Lead

	<b>Essential</b>	<b>Desirable</b>	<b>How Measures During Recruitment and Selection Progress</b>
<b>Experience</b>	<p>Experience of and ability to operate catering equipment</p> <p>To be able to plan and prepare all meals as per menu.</p> <p>Ability to create varied and healthy menus</p> <p>Ability to direct and support staff in the kitchen</p> <p>Knowledge of School Food Standards</p> <p>Knowledge and understanding of relevant legislation (HACCP/COSHH/kitchen and food Safety/Safer Food, Better Business)</p> <p>Paperwork to meet EHO standards</p>	<p>Experience of working in a residential environment.</p> <p>Experience of working in a school environment.</p> <p>Health &amp; Safety knowledge</p>	<p>Application Form</p> <p>References</p> <p>Interview</p>
<b>Education/Training Qualifications</b>	<p>Current Food Hygiene Certificate – Level 3 (this can be competed if not already gained)</p> <p>To have an understanding of special dietary requirements and allergens</p>	<p>Basic knowledge of first aid.</p> <p>Knowledge of school food standards</p> <p>Fire training</p> <p>Qualification in nutrition/allergy</p>	<p>Application Form</p> <p>Interview</p>
<b>Skills and Knowledge</b>	<p>Good numeracy/literacy skills</p> <p>Good communication skills both written and oral</p>		<p>Application Form</p> <p>Interview</p>

	<p>Good understanding and ability to use relevant ICT.</p> <p>Evidence of self-motivation, the ability to be self-critical and a willingness to evaluate his/her performance.</p> <p>Good understanding of nutritious healthy foods</p> <p>Good clerical or administrative knowledge</p> <p>Ability to work in a “shared environment”</p> <p>Ability to work in an organised and methodical manner.</p> <p>Participate in development and training opportunities.</p> <p>Ability to relate well to children, staff and parents.</p> <p>A sense of humour and warmth of personality</p> <p>Work constructively as part of a team, understanding academy roles and responsibilities and your own position within these.</p> <p>Reliability, flexibility, self-motivated, persistence and even temperament</p>		References
<b>Personal Qualities</b>	<p>Ability to relate to and build good relationships with pupils, staff, parents and colleagues</p> <p>Willingness to work in a close team situation</p> <p>Able to be flexible and adaptable</p> <p>A good sense of humour!</p> <p>Positive attitude</p> <p>Conscientious and hard working</p>		<p>At interview motivation and attitudes appropriate to working with vulnerable groups will be discussed along with any issues arising from</p> <p>References DBS check Application Form Qualifications</p>

	Committed to own continued professional development		
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