

**Person Specification**

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| **Role** | **Catering Assistant** | **Last Reviewed**  | December 2023 |

**Importance of a Person Specification**

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| 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. |

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