



PERSON SPECIFICATION – Catering Assistant

	Essential	Desirable	Method of Assessment
Qualifications and attainments			
Qualified up to GCSE level		✓	Application
Experience			
Proven working experience as a catering worker with the 16-18 age group ideally in a Sixth Form /FE college or educational establishment	✓		Application Interview References
Skills / knowledge / abilities			
Excellent interpersonal skills	✓		Application Interview References
Good communication skills	✓		Application Interview References
Ability to organise and prioritise own workload	✓		Application Interview References
Ability to work on own initiative and without close supervision	✓		Application Interview References
Ability to be a fully integrated team member	✓		Application Interview References
Ability to work with interruptions	✓		Application Interview References
Ability to assist staff and students in a polite and helpful manner	✓		Application Interview References
Ability to meet deadlines	✓		Application Interview References
Ability to handle heavy equipment and machinery	✓		Application Interview
Knowledge of cleaning chemicals and supplies	✓		Application Interview
Familiarity with material Safety Data Sheets		✓	Application Interview
Integrity and ability to work independently	✓		Application

			Interview References
Qualities			
Commitment to and ability to support the distinctive ethos of the College	✓		Application Interview References
Comfortable and supportive of working in a Catholic College	✓		Application Interview References
Committed to equality of opportunity and fair treatment for all staff and students	✓		Application Interview References
Awareness of and ability to work within health and safety requirements and the College's Health and Safety Policy	✓		Application Interview References
Willingness to participate in the individual staff review and development procedures	✓		Application Interview
Willingness to undertake training	✓		Application Interview
Approachable	✓		Interview References
Adaptable/Flexible	✓		Application Interview References
Enthusiastic	✓		Interview References
Positive	✓		Interview References
Patient	✓		Interview References
Personal			
Enhanced DBS Disclosure Clearance *	✓		Pre-employment check
Medical Clearance *	✓		Pre-employment check
Ability to meet the requirements of the Asylum and Immigration Act (to be legally employed to work in the UK)	✓		Application, Interview
<i>* both will follow an initial offer of employment</i>			
<i>St John Rigby College is committed to Safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</i>			