



Person Specification			
Job Title	Lunchtime Assistant	Job Holder	
Author	Jo Evans	Date Created	Jan 2020
Date Reviewed		Next Review Date	

This person specification defines the type of person required, and describes the essential and desirable skills, knowledge, qualifications, specific conditions and competencies required to undertake the duties of the job description.

Items marked as 'E' (Essential) must be demonstrated on the application form and/or at interview, as indicated below. Failure to do so is likely to result in the application in question being omitted from a short list for interview.

Items marked as 'D' (Desirable) may form the basis for selection and should be demonstrated if possible in the application form ('A') and / or at interview ('I') as indicated below.

Key:			
E – Essential Process	D – Desirable	A – Application Form	I – Interview

Qualifications		E	D	A	I
1.	Basic literacy and numeracy skills	✓		✓	
2.	Food Hygiene Certificate or ability to work towards	✓		✓	
3.	First Aid qualification		✓	✓	

Knowledge & Understanding		E	D	A	I
Able to evidence and apply up to date secure knowledge and understanding of:					
1.	Health and Safety requirement in the kitchen and dining hall	✓		✓	✓
2.	Allergens		✓	✓	✓

Skills		E	D	A	I
1.	Communicate effectively in the English language, both verbally and in writing with all stakeholders.	✓		✓	✓
2.	Effectively work as a member of a team; both the Support Staff team and the wider school teams to ensure consistency and cohesiveness	✓			✓
3.	Effectively work under pressure.	✓		✓	✓
4.	Supervise and organise children	✓		✓	✓

Experience		E	D	A	I
1.	Experience of working in a catering provision in a school		✓	✓	✓



Personal Attributes		E	D	A	I
1.	High levels of honesty and integrity and a highly ethical approach to all aspects of the role.	✓		✓	✓
2.	Have a passion for and relentless determination that every child develops and succeeds.	✓		✓	✓
3.	Have high standards in terms of attendance, punctuality and meeting deadlines.	✓		✓	✓
4.	Adaptability to respond appropriately to challenging situations.	✓		✓	✓
5.	Willingness to participate in further training and development opportunities offered by the school to further enhance knowledge	✓		✓	
6.	Demonstrate a positive approach with enthusiasm and maintain appropriate professional boundaries in relationships with children.	✓		✓	✓
7.	Be flexible to the ever-changing demands of working in a school	✓		✓	✓
8.	Committed to safeguarding and promoting the welfare of children and successfully DBS cleared.	✓		✓	✓