



Person Specification			
Job Title	Assistant Catering Manager	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.	City & Guilds 706 1 & 2 or NVQ level 3 qualification in relevant subject	✓		✓	
2.	Intermediate/Advanced Food Hygiene Certificate or ability to work towards	✓		✓	
3.	Current valid driving licence and access to a car	✓		✓	
4.	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.	Nutritional values of foods and the National Nutritional Standards for School Lunches and the ability to translate these to an appealing menu	✓		✓	✓
3.	Equipment required in the kitchen and proper maintenance of this equipment	✓		✓	✓
4.	Allergens and how to manage this in a school kitchen	✓		✓	✓
5.	Relevant aspects of relevant legislation eg Safeguarding (Keeping Children Safe in Education), Health and Safety at Work 1974, GDPR 2018, Freedom of Information Act 2010, The Equality Act 2010 etc	✓		✓	✓

Skills		E	D	A	I
1.	Enthuse and inspire others and has a 'can do' attitude	✓		✓	✓
2.	Solution focused thinking and ability to problem solve effectively	✓		✓	✓



3.	Communicate effectively in the English language, both verbally and in writing with all stakeholders.	✓		✓	✓
4.	Excellent interpersonal skills and the ability to relate to people with understanding, humour and tact; to communicate effectively with a wide range of potential audiences and to listen and understand the point of view and opinions of others	✓			✓
5.	Effectively work as a member of a team; both the Support Staff team and the wider school teams to ensure consistency and cohesiveness	✓			✓
6.	Effectively work under pressure.	✓		✓	✓
7.	Be resilient and optimistic in order to manage day to day challenges in a busy school environment	✓		✓	✓
8.	Take personal responsibility, a readiness to reflect and self-evaluate and the ability to change, improve and develop	✓		✓	✓
9.	Pay attention to detail and spot errors quickly	✓		✓	✓
10.	Ability to maintain efficient record keeping and to produce accurate and up to date reports	✓		✓	✓
11.	Ability to work in a confidential, discreet and sensitive manner	✓		✓	✓
12.	Control raw materials and portions to recognised standards ensuring health and safety regulations are adhered to at all times	✓		✓	
13.	Create imaginative and healthy eating menus that cater for all dietary requirements	✓		✓	

Experience		E	D	A	I
1.	Experience of working in a catering provision in a school	✓		✓	✓
2.	Effectively line manage and performance manage a team of staff	✓		✓	✓
3.	Effectively working to tight deadlines whilst remaining calm	✓		✓	✓

Personal Attributes		E	D	A	I
1.	Friendly and approachable to all staff and children	✓		✓	✓
2.	Enjoy working with children and can build good relationships with them	✓		✓	✓
3.	High levels of honesty and integrity and a highly ethical approach to all aspects of the role.	✓		✓	✓
4.	Have a passion for and relentless determination that every child develops and succeeds.	✓		✓	✓
5.	Have high standards in terms of attendance, punctuality and meeting deadlines.	✓		✓	✓
6.	Adaptability to respond appropriately to challenging situations.	✓		✓	✓
7.	Willingness to participate in further training and development opportunities offered by the school to further enhance knowledge	✓		✓	
8.	Demonstrate a positive approach with enthusiasm and maintain appropriate professional boundaries in relationships with children.	✓		✓	✓



9.	Be flexible to the ever-changing demands of working in a school	✓		✓	✓
10.	Committed to safeguarding and promoting the welfare of children and successfully DBS cleared.	✓		✓	✓