



Priory School (Foundation)

Assistant Catering Manager Person Specification

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.

Qualifications and training: The successful candidate will have:	E	D	A	I
NVQ level 3 qualification in Catering qualification or the equivalent through knowledge and experience	✓		✓	
Intermediate/Advanced Food Hygiene Certificate	✓		✓	
First Aid qualification	✓		✓	✓

Experience: The successful candidate will have:	E	D	A	I
Relevant experience in the catering industry for at least 2 years	✓		✓	✓
Experience of working in a catering provision in a primary school.		✓	✓	✓

Knowledge and Understanding: Able to evidence and apply up to date secure knowledge and understanding of:	E	D	A	I
Nutritional values of foods and the National Nutritional Standards for School Lunches and the ability to translate these to an appealing menu		✓	✓	✓
Equipment required in the kitchen and proper maintenance of this equipment	✓		✓	✓
Skills				
Display a 'can do' and proactive attitude and always look at new ways to get a job done.	✓		✓	✓
Communicate clearly and effectively in the English language, with children and adults, both verbally and in writing.	✓		✓	✓
Use excellent interpersonal skills and 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 other people	✓		✓	

Be resilient and optimistic in order to manage day-to-day challenges in a busy school environment	✓		✓	
Take personal responsibility, demonstrate a readiness to reflect and self-evaluate and the ability to change, improve and develop	✓			✓
Control raw materials and portions to recognised standards ensuring health and safety regulations are adhered to at all times.	✓			✓
Market and present food, in the form of school displays, in an exciting and appealing manner to the primary school market.	✓			✓
Behave flexibly at all times.	✓			✓

Attitudes and Approaches: The successful candidate will:	E	D	A	I
Have high standards in terms of attendance and punctuality	✓			✓
Be positive, friendly and approachable.				
The ability to manage oneself, including time management, professional direction and development and an ability to work effectively, as part of a team, at all times including challenging circumstances.	✓			✓
A genuine concern to secure the educational progress of children irrespective of their background or ethnicity	✓			✓
Maintain confidentiality and handle sensitive information in accordance with Data Protection rules	✓			✓
Be committed to and be able to actively demonstrate safeguarding and promoting the welfare of children. Demonstrate the ability to uphold public trust and confidence and maintain appropriate positive professional boundaries in relationships with both children and adults at all times	✓			✓
Successful Enhanced DBS status	✓			✓