

Kitchen Assistant and MDSA – Person Specification

Key Criteria	Essential	Desirable
Qualifications and experience	<ul style="list-style-type: none"> • Experience of working within a team and communicating effectively • <i>All training will be provided</i> 	<ul style="list-style-type: none"> • Experience working in a kitchen/serving food • At least 5 GCSEs or equivalent including English and Mathematics • Knowledge of health and safety • Experience of working in a school/with children
Professional knowledge, understanding and skills	<ul style="list-style-type: none"> • Effective organisational skills and time management • Ability to make decisions and use own initiative • Willing to take part in professional development 	<ul style="list-style-type: none"> • Evidence of undertaking further professional development to improve knowledge and performance • Good understanding of food hygiene
Professional values	<ul style="list-style-type: none"> • Commitment to the personal welfare and safeguarding of children • Ensuring confidentiality • Ability to prioritise • Punctual and reliable • Good team player • Kind and gentle nature with children 	
Work related personal requirements	<ul style="list-style-type: none"> • Enjoy working with children and in education • Open minded and adaptable to changing circumstances and new ideas • Willingness to be involved in the wider life of school • Good interpersonal and communication skills • Willingness to undertake additional training • A sense of humour! 	<ul style="list-style-type: none"> • Brings personal interests and enthusiasm to the school community

General Comments: Requirement to attend in service training as required.

Disclosure and Barring Service: The nature of the work requires that the post holder has undergone checks by the Disclosure and Barring Service and has an enhanced clearance.

Safeguarding Children, Young People and Vulnerable Adults: Horningsham Primary School is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment. Two references will be taken up for all short listed candidates prior to interview. Following recommendations from Keeping Children Safe in Education (KCSIE) for an additional pre-employment check. Please note, an online search may form part of this recruitment process.

Equal opportunities: All employees have a responsibility to understand and abide by the obligations laid down in the school's equal opportunities policies.

Health and safety: All employees have responsibility for their own health and safety and for that of others who may be affected by their act, or omissions. Staff are required to adhere to all health and safety regulations, guidance and procedures at all times.

Confidentiality: All employees are expected to respect confidentiality in relation to school business and pupil data.



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