



**BISHOP CHADWICK CATHOLIC EDUCATION TRUST**

**PERSON SPECIFICATION**

**POST TITLE:** Catering Assistant

**GRADE:** South Tyneside Living Wage (Band 3)

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<b>Educational Attainment</b>	<ul style="list-style-type: none"> <li>GCSE English and Maths, Grade C or above</li> </ul>		<ul style="list-style-type: none"> <li>Application Form</li> <li>Interview</li> <li>Certificates</li> </ul>
<b>Work Experience</b>	<ul style="list-style-type: none"> <li>Previous Catering Assistant experience</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in a kitchen</li> </ul>	<ul style="list-style-type: none"> <li>Application Form</li> <li>Interview</li> <li>References</li> <li>Selection Day</li> </ul>
<b>Knowledge/ Skills/ Aptitudes</b>	<ul style="list-style-type: none"> <li>Good communication skills</li> <li>Good customer service skills</li> <li>Good interpersonal skills</li> <li>ICT Skills</li> </ul>		<ul style="list-style-type: none"> <li>Interview</li> <li>References</li> <li>Selection Day</li> </ul>
<b>Disposition</b>	<ul style="list-style-type: none"> <li>Able to cope under pressure</li> <li>Flexible approach to work</li> <li>Committed to the principles of equality and diversity</li> <li>Able to work well as part of a team</li> </ul>		<ul style="list-style-type: none"> <li>Interview</li> <li>References</li> <li>Selection Day</li> </ul>
<b>Circumstances</b>	<ul style="list-style-type: none"> <li>Enhanced Disclosure from the Disclosure and Barring Service</li> </ul>		DBS Check