

PERSON SPECIFICATION
Teaching Assistant

Criteria	Essential	Identification	Essential/ Desirable
Qualifications and training	1. Recognised professional cookery/catering qualification, or equivalent relevant experience.	Application Interview	E
	2. Food safety/hygiene qualification, such as Level 2 Food Safety.		E
	3. Relevant additional culinary or catering training		D
Experience	4. Proven experience working as a cook or chef, preferably in a school, childcare or similar high-volume catering environment.	Application Interview References	E
	5. Experience of planning, preparing and cooking nutritious meals for large groups.		E
	6. Experience of menu planning and adapting menus to meet dietary, medical, cultural and religious requirements.		E
	7. Experience of stock control, ordering supplies and minimising food waste.		E
	8. Experience of leading, supervising or supporting a catering team.		E
	9. Experience of working within a school or educational setting.		D
Knowledge and understanding	10. Knowledge and understanding of the statutory School Food Standards applicable to academies.	Application Interview References	E
	11. Knowledge of food safety, hygiene and HACCP principles.		E
	12. Knowledge of allergen management, including the 14 regulated allergens, cross-contamination and PPDS labelling requirements.		E
	13. Understanding of the importance of nutrition and healthy eating in supporting children's health and wellbeing.		E
	14. Understanding of safeguarding and the responsibility of all staff to promote and protect the welfare of children and young people.		E
	15. Awareness of relevant developments in school food, nutrition and food safety.		D
Skills and abilities	16. Strong culinary skills and the ability to prepare and cook a variety of nutritious, healthy and appealing meals.	Application Interview References	E
	17. Ability to lead and inspire a catering team, communicate effectively and use initiative to develop the catering provision.		E
	18. Ability to organise food preparation and service effectively and manage the demands of a busy catering environment.		E
	19. Ability to manage stock, ordering, portion control and accurate catering records.		E

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	20. Ability to manage allergen and dietary information accurately and safely.		E
	21. Good literacy and numeracy skills, including the ability to undertake calculations, prepare menus and maintain records.		E
	22. Effective communication skills and the ability to work positively with pupils, staff, parents/carers, suppliers and external agencies.		E
	23. Ability to use relevant kitchen, cleaning and catering/menu management equipment and systems.		E
Personal qualities	24. passionate about providing fresh, healthy and nutritious food and promoting positive eating experiences for children.	Interview References	E
	25. Creative, enthusiastic and forward-thinking, with the ability to bring new ideas to menu planning and food presentation.		E
	26. Organised, proactive, reliable and able to work effectively under pressure.		E
	27. Approachable, flexible and able to work collaboratively as part of a team.		E
	28. Committed to maintaining high standards of food quality, hygiene, safety and service.		E
Further requirements	29. Commitment to the values and ethos of Tyne and Wear Learning Trust and to promoting the health, wellbeing and welfare of children and young people.	Interview References	E
	30. Willingness to undertake required Trust training and comply with Trust policies and procedures.		E

Safeguarding and Safer Recruitment

Tyne and Wear Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and trustees to share this commitment. The Trust operates safer recruitment procedures in accordance with *Keeping Children Safe in Education* and relevant legislation. All appointments are subject to satisfactory completion of the pre-employment and safeguarding checks applicable to the post.

References

References will be requested and checked as part of the safer recruitment process. References will normally be sought from the candidate's current or most recent employer and may include information relating to their suitability to work with children. Any concerns arising from references may be explored with the candidate before an appointment is confirmed.

Pre-Employment Checks

Any offer of employment is conditional upon satisfactory completion of all checks applicable to the post. The Trust reserves the right to withdraw a conditional offer where required checks are not satisfactorily completed, references are unsatisfactory, or information comes to light which means that the appointment cannot safely or lawfully proceed.

Occupational Health

Where appropriate, an offer of employment may be subject to an occupational health assessment. Where necessary, this may help identify reasonable adjustments required for the successful candidate to undertake the duties of the post. Any health information will be handled confidentially and in accordance with applicable legislation.

Criminal Records

Where the post is eligible for a Standard or Enhanced DBS check, applicants will be required to provide criminal record information in accordance with the requirements of the post and applicable legislation. Protected or filtered convictions and cautions do not need to be disclosed. Having a criminal record will not necessarily prevent an applicant from being appointed. Any relevant information will be considered fairly and on an individual basis.

Online Searches

As part of our safer recruitment procedures, the Trust may undertake online searches of publicly available information for shortlisted candidates, in accordance with *Keeping Children Safe in Education*. Candidates will be informed where such searches are undertaken.

Equality, Diversity and Inclusion

Tyne and Wear Learning Trust is an equal opportunities employer and welcomes applications from all sections of the community. We are committed to equality, diversity and inclusion and to making reasonable adjustments throughout the recruitment process for applicants with disabilities.

Data Protection

Personal information provided during the recruitment process will be processed in accordance with applicable data protection legislation and the Trust's Recruitment Privacy Notice.