



Person Specification

Job Title: Catering Administrative Assistant

Qualifications	Essential	Desirable
1. Five GCSE's (or equivalent) at Grade A* to C or equivalent (Level 2 standard), including English and Maths	✓	
Knowledge/Experience		
2. Awareness of child protection policies and safeguarding procedures	✓	
3. Experience of working in an office environment with many demands	✓	
4. Knowledge of a catering environment		✓
5. Experience of working in a school environment		✓
Skills		
6. Competency using ICT Software Packages	✓	
7. Current first aid certificate		✓
8. Good literacy skills	✓	
9. Ability to be flexible and work as part of a team	✓	
10. Ability to relate to students and staff in a pleasant manner	✓	
11. Good organisation skills and ability to priorities own work load	✓	