M23

Job Title	Catering Assistant
Department	Pensby High School
Prepared by and date	September 2021

Listed below are the **personal attributes** required to fulfil the duties listed in the Job Description.

Essential Personal Attributes	Stage Identified	Desirable Personal Attributes	Stage Identified
Qualifications • Very good interpersonal and customer care skills • Basic Food handlers (level 2) Certificate or ability to undertake this qualification as soon as possible after commencing role		• NVQ Level 2 Food Preparation • First Aid Qualification	
Experience • Experience of working as part of a team • Good communication skills		• Some craft experience, e.g. private care home, fine dining, private school or retail food outlet	
Knowledge and skills • Ability to work with raw materials and undertake general food related duties to the School's standards. • Good craft skills		• Ability to prepare homemade style dishes • Ability to communicate and empathise with parents and carers.	
Special Requirements • Position subject to DBS clearance • Good standard of personal hygiene			

Employee Specification Form – Guidance for Applicants

These guidance notes should be studied carefully before completing the Job Application Form (M05).

What is the purpose of an Employee Specification Form?
The Employee Specification Form lists the personal attributes required to fulfil the duties listed in the Job Description (M03).

What are personal attributes?
The personal attributes are the qualifications, experience, knowledge and skills and any special requirements that are required to be able to fulfil the duties of the post.
They are set at a level appropriate to the work to be done and *not* higher than necessary; stated clearly and specifically; and entirely job related.

What are essential personal attributes?
These are the personal attributes without which a person would simply be unable to do the job.
Examples could be the possession of a current driving licence or a relevant qualification.

Any applicant who does not meet all of the essential requirements will not be shortlisted (unless the stage identified is not at application).

*Any Disabled applicant who meets all of the essential requirements **must** be shortlisted for interview.*

What are desirable attributes?
These are the personal attributes which are desirable, but not essential.
Examples for certain jobs could be local government experience or knowledge of new technology.

A candidate will not be rejected for failing to meet any single desirable requirement.

What are the Stages Identified?
These are the stages in the selection process that the personal attribute is to be identified, eg application form, interview, tests, references, etc.

How should I use the Employee Specification when completing my Job Application Form?
You should refer to the personal attributes listed on the Employee Specification Form and use them to state clearly how you meet each of them on Section A4 of the Job Application Form (M05). You should start with the essential requirements and then the desirable requirements. You should also demonstrate how you meet them (give examples).
Failure to state how you meet an essential requirement (if identified as Application stage) will result in you not being shortlisted for interview/the next stage.