

Washwood Heath Academy, Burney Lane, Stechford, Birmingham, B8 2AS
 Tel: 0121 675 7272 email: recruitment@washwoodconnect.com

PERSON SPECIFICATION

JOB TITLE: **General Assistant**

GRADE: **GR1**

Method of Assessment (MOA):

AF = application form

I = Interview

T = Test/Exercise

P = Presentation

CRITERIA	ESSENTIAL	MOA
Education/ Qualifications <i>NB Full regard must be paid to overseas qualifications</i>	<ul style="list-style-type: none"> Must hold a Level 2 certificate in Food Safety (Training Will Be given). 	AF/I
Experience <i>(Relevant work and other experience. Paid and unpaid)</i>	<ul style="list-style-type: none"> Must have some general knowledge of catering and the ability to work as part of a team. 	AF/I AF
Skills and abilities (eg written communication skills, dealing with the public)	<ul style="list-style-type: none"> Ability to receive and follow instructions, and able to work to a daily service schedule. Demonstration of ability to work in an environment working with children. Awareness of basic food hygiene standards, as well as a common sense towards personal Health & Safety, and a tidy, professional appearance and manner. 	AF/I AF/I/T AF/I
Training	<ul style="list-style-type: none"> Willingness to undertake formal training to achieve Food Safety Level 2 	AF/I
Other	<ul style="list-style-type: none"> A willingness to undertake any training appertaining to the post identified under the personal development scheme. Must be willing to work in a developing and pressured environment in order to meet the needs of the academy 	AF/I AF/I