

**MATRIX ACADEMY TRUST**  
**Personal Specification – Catering Assistant**

	<b>Essential/Desirable</b>	<b>Method of Assessment</b>
<b>1. Physical</b> <ul style="list-style-type: none"> <li>• Fit and healthy as the post requires some physical exertion.</li> <li>• Maintain a good standard of personal presentation.</li> </ul>	<p>Essential</p> <p>Essential</p>	<p>Job and medical history from application form references and medical questionnaire.</p> <p>Performance in interview process.</p>
<b>2. Qualifications</b> <ul style="list-style-type: none"> <li>• Relevant catering NVQ or equivalent qualification.</li> <li>• Candidates must have an adequate level of literacy and numeracy (GCSE in English &amp; Maths).</li> </ul>	<p>Desirable</p> <p>Essential</p>	<p>Application form, interview and reference.</p>
<b>3. Experience</b> <ul style="list-style-type: none"> <li>• Experience of working within the catering/education industry.</li> <li>• Experience of manual handling procedures.</li> </ul>	<p>Essential</p> <p>Desirable</p>	<p>Application form, interview and reference.</p>
<b>4. Skills and Knowledge</b> <ul style="list-style-type: none"> <li>• Ability to lead a team of employees.</li> <li>• Ability to work independently using own initiative.</li> <li>• Can work constructively as part of a team.</li> </ul>	<p>Desirable</p> <p>Essential</p> <p>Essential</p>	<p>Application form, interview and reference.</p>
<b>5. Personal Circumstances</b> <ul style="list-style-type: none"> <li>• The ability and willingness to do additional hours as and when required.</li> <li>• The ability to be flexible in fulfilling contractual hours.</li> </ul>	<p>Essential</p> <p>Essential</p>	<p>Application form, interview and reference.</p>
<b>6. Disposition and Personal Characteristics</b> <ul style="list-style-type: none"> <li>• Dependable and reliable.</li> <li>• Honest &amp; Trustworthy</li> </ul>	<p>Essential</p> <p>Essential</p>	<p>Application form, interview and reference.</p>
<b>7. Legal Requirements</b> <ul style="list-style-type: none"> <li>• Enhanced DBS required.</li> <li>• Must not be prohibited from working with children.</li> </ul>	<p>Essential</p> <p>Essential</p>	<p>DBS Check, application form, interview and reference.</p>
<b>8. Other Requirements</b> <ul style="list-style-type: none"> <li>• Hold a valid food safety certificate</li> </ul>	<p>Desirable</p>	<p>Application form, interview and reference.</p>