

Person Specification

Role	Catering Assistant	Last Reviewed	January 2026
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Importance of a Person Specification

When shortlisting, the below criteria will be assessed as either *Essential (E)* or *Desirable (D)*. These criteria are reviewed throughout the selection process and will be considered if there is evidence in your *Application Form (AF)*, your *Supporting Statement (SS)* or if we further our criteria seeking at the *interview stage (I)*. Your application form therefore needs to identify and provide some examples of how and why you feel you can demonstrate some or all of the criteria below.

JE	Criteria	Essential / Desirable	How Assessed
	Personal Qualities		
A1/II2	Ability to take own initiative and prioritise own workload with little or no supervision	D	AF/SS/I
IC1	Good interpersonal skills	E	AF/SS
	Ability to work as part of a team and on your own	E	AF
P1	Ability to undertake work which requires, occasional physical effort	E	AF/I
	Knowledge & Skills		
K2	Basic literacy and numeracy skills required	D	AF/SS
K2	Ability to learn systems and procedures and apply the consistently	E	AF/SS
K1	Ability to follow straight forward instructions	E	SS/I
PS3	Considerable precision skills undertake basic tasks such as knife skills, and maintenance machinery	E	SS/I
	Experience		
S	Previous Catering Assistant experience or similar roll	E	I/AF/SS
S	Experience in working within a busy catering environment	D	AF/SS/I

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S	Experience working within a school environment	D	AF/SS
	Qualifications		
	5 A*-C Grades GCSE including English and Maths	D	AF
	Full UK Driving Licence	D	AF
	Service		
	A commitment to working for the benefit of others	E	SS / I
	A commitment to working within the expectation outlined in the Catholic purpose of all job descriptions	E	SS / I