**Kitchen Assistant - Housekeeper/Cleaner**
**Person Specification**

| General Heading | Detail | Examples |
|---|---|---|
| **Qualifications & Experience** | Specific qualifications & experience | No specific experience required |
| | Knowledge of relevant policies and procedures | Basic knowledge of First Aid |
| | Literacy | Basic reading skills |
| | Numeracy | Ability to count |
| | Technology | Ability to use general cleaning products |
| **Communication** | Written | Ability to complete basic forms |
| | Verbal | Ability to exchange routine verbal information clearly |
| | Languages | Seek support to overcome communication barriers with children and adults |
| | Negotiating | Ability to follow instructions |
| **Working with children** | Behaviour Management | Understand the school's behaviour management policy |
| | SEN | Understand and support the differences in children and adults and respond appropriately |
| | Curriculum | Basic understanding of the learning experience provided by the school |
| | Child Development | Basic understanding of the way in which children develop |
| | Health & Well being | Understand and support the importance of physical and emotional wellbeing |
| **Working with others** | Working with partners | Understand the role of others working in and with the school |
| | Relationships | Ability to establish rapport and respectful and trusting relationships with others |
| | Team work | Ability to work effectively with a range of adults |
| | Information | Know when, how and with whom to share information |
| **Responsibilities** | Organisational skills | Good organisational skills |
| | Line Management | N/A |
| | Time Management | Ability to manage own time effectively |
| | Creativity | Demonstrate ability to resolve routine problems independently |
| **General** | Equalities | Awareness of and commitment to equality |
| | Health & Safety | Basic understanding of Health & Safety |
| | Child Protection | Understand and implement child protection procedures |
| | Confidentiality/Data Protection | Understand procedures and legislation relating to confidentiality |
| | CPD | Be prepared to develop and learn in the role |