

	<h2>Personnel Specification</h2>
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Job Reference:	
Job Title:	General Kitchen Assistant
Grade:	
Location:	Various
Business Unit:	
Signature	

The Personnel Specification outlines the main attributes needed to adequately perform the post specified. In drawing together the specification, a critical examination of the job description has been undertaken to pinpoint those elements of the post deemed as essential.

The Personnel Specification is intended to give prospective candidates a better understanding of the post requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates.

Qualifications	
Description	What does the job require in the way of: -  Level of formal qualifications required to carry out the job. Describe these by level of attainment and by subject matter where appropriate, e.g. Degree, HNC, Professional Qualifications, GCSEs, CIPFA etc. Consider carefully whether these are absolutely necessary
Requirements	Will be required to undertake instruction leading to the basic food hygiene Certificate or equivalent, within 8 weeks of employment )course held in school holidays or during closures
Identification	Formal possession of an appropriate qualification to be verified at interview or from records.
Experience	
Description	What does the job require in the way of: Specific related job experience and in what type of working environment. What kind of life experience could supplement or replace this? Which is more important to the success of the job?
Requirements	
Identification	Past employment activity record. Performance in related selection methods, e.g. presentation, group discussion.
Training	
Description	What does the job require in the way of:  Specific and/or specialist training in order to do the job, e.g. training in recruitment and selection, supervisory, management, inter-personal skills. Apprenticeship in a recognised trade. Practical training in the use of specific equipment, word processing etc.
Requirements	
Identification	Past training history from application form and records. Selection process by <b>demonstration</b> of ability to display knowledge and skills at the interview
Special Knowledge	



Description	What special knowledge is required in order to perform the job properly, e.g. a knowledge of employment legislation, accounting, financial planning regulations, languages, computer systems, local area etc?
Requirements	
Identification	Qualifications held and demonstration of knowledge at interview.
<b>Circumstances (personal)</b>	
Description	What kind of personal circumstances are required to do the job properly? The ability to work shifts, weekends etc. The willingness and ability to travel and stay away from home.
Requirements	Be prepared to travel to various locations in the borough as required
Identification	Ensuring candidates are aware of these requirements from the job description. Interview questions and application details.
<b>Disposition</b>	
Description	How far does the job require: Being steady, dependable, persevering, persistent, even tenacious, being difficult to distract or discourage. Getting on well with others, working readily with others, co-operating, and influencing others. Depending on oneself rather than others, relying on own resources, accepting responsibility, leadership qualities, ability to motivate others. Ability to cope with monotony, neatness, accuracy of work, attention to detail.
Requirements	Able to communicate with clients courteously and consistently at all levels. To be approachable and dependable. Team player. Attention to detail.
Identification	Performance in related selection process, e.g. exercises, group discussion, problem-solving, questions etc.
<b>Practical and Intellectual Skills</b>	
Description	What practical and intellectual skills are required for performing the job effectively? Does the person need to be a practically orientated person; should they be able to make decisions, should they be able to understand information derived from complex reports? What degree of manual dexterity is needed? Does the applicant need to be mechanically minded?
Requirements	Good standard of spoken and written English
Identification	Performance in related selection process.
<b>Legal Requirements</b>	
Description	Are there any limitations or requirements imposed by statute that candidates must comply with, e.g. special qualifications, minimum age range etc.? Are there any "Genuine Occupational Qualifications" as defined in legislation which apply to this post?
Requirements	
Identification	Application form and interview questioning and references.

**THE REMAINING SECTIONS ARE FOR THE APPLICANT'S INFORMATION ONLY.**

<b>Disclosure and Barring Service (DBS) Requirements:</b>			
The post is subject to the following Background Check(s) which will be undertaken, where	a) Enhanced DBS with Children's and Adults Barring List Check	<input type="checkbox"/>	Only <b>one</b> or <b>none</b> of these checks (a-f) may be applicable.
	b) Enhanced DBS with Adults Barring List Check	<input type="checkbox"/>	



applicable, following a conditional offer of appointment.	c) Enhanced DBS with Children's Barring List Check	<input type="checkbox"/>	
	d) Enhanced DBS Check	<input type="checkbox"/>	
	e) Standard DBS Check	<input type="checkbox"/>	
	No Check Required	<input type="checkbox"/>	

**10. Main Physical Activities/ Requirements of the Post.**

Please ✓ if activity requires to be undertaken.

SIPS Education Limited will make reasonable adjustments that are necessary for the successful candidate to undertake any of these activities

A requirement to work alone/unsupervised for a significant part of their working day/night	<input type="checkbox"/>	Working with the use of self-contained breathing apparatus	<input type="checkbox"/>
Night work (between 23:00 and 6:00)	<input type="checkbox"/>	Exposure to respiratory sensitisers	<input type="checkbox"/>
Driving (except journeys to and from main place of work)	<input type="checkbox"/>	Exposure to skin irritants/sensitisers	<input type="checkbox"/>
Manual handling and/or postural demands	<input checked="" type="checkbox"/>	Exposure to hand and/or body vibration	<input type="checkbox"/>
Display screen equipment (DSE) use	<input checked="" type="checkbox"/>	Exposure to noise as defined by Noise at Work Regulations	<input type="checkbox"/>
Food handling	<input type="checkbox"/>	Business travel abroad	<input type="checkbox"/>
Extremes of temperature	<input type="checkbox"/>	Safeguarding children/adults	<input type="checkbox"/>
Working at height	<input type="checkbox"/>	Other main physical activities not listed above: .....	

**11. Language Requirements**

<p>Is this post covered by part 7 of the Immigration Act (2016), and therefore, the ability to speak fluent and spoken English is an essential requirement for this role? For example:</p> <ul style="list-style-type: none"> <li>The employee will work in a customer-facing role</li> <li>The employee is required to speak to members of the public in English and this forms a regular and intrinsic part of the role</li> <li>The employee requires a command of spoken English, to enable the effective performance of the role</li> </ul>	Yes	<input type="checkbox"/>
	No	<input type="checkbox"/>