Thornhiill College
Person Specification
Temporary Catering Assistant

The criteria in the Person Specification under Qualifications/Attainments and Experience/Knowledge constitute the shortlisting criteria. The remaining criteria under Skills and Abilities and Personal Qualities will be assessed at interview.

Shortlisting Statement
The Board of Governors reserves the right to enhance the criteria for shortlisting purposes should this be necessary to facilitate the selection process. Evidence may be drawn from the application form and any other part of the selection process.

	Essential Criteria	**Desirable Criteria**
	Applicants **must** at the closing date for applications:	Preference may be given to those candidates who at the closing date for applications:
Qualifications/ Attainments	- Demonstrate a willingness to undertake and successfully complete Food Safety, Health & Safety and any other mandatory training required for the post.	- Hold a Level 2 Award in Food Safety in Catering (or equivalent recognised Food Hygiene qualification).
Experience and Knowledge	- Previous catering experience. - Awareness of food hygiene and food safety requirements relevant to a catering environment. - Awareness of the importance of allergen control and food safety procedures. - Knowledge of the importance of maintaining high standards of cleanliness and personal hygiene. - Understanding of the need to comply with health and safety requirements. - Awareness of the importance of providing a high-quality customer service.	- Experience of working in a school, educational, or public sector catering environment. - Experience of preparing and serving food in a busy catering environment. - Experience of operating commercial catering equipment. - Experience of cash handling or operating electronic payment systems.
Skills and Abilities	- Ability to prepare, present and serve food to the required standards. - Ability to follow instructions and work to established procedures. - Ability to maintain high standards of cleanliness and hygiene. - Ability to work effectively as part of a team. - Good organisational and time management skills. - Ability to communicate effectively with colleagues, pupils, and visitors. - Ability to undertake duties involving standing, lifting, carrying and other	.

	physical activities associated with a busy catering environment. - Ability to provide a courteous and customer-focused service to pupils, staff, and visitors. - Ability to complete basic records accurately and legibly. - Ability to use catering equipment safely and in accordance with training and procedures.	
Personal Qualities	- Reliable, punctual, and dependable. - Flexible and willing to undertake a range of duties to meet the operational needs of the catering service. - Positive approach to work. - Commitment to maintaining high standards of personal hygiene and appearance. - Commitment to safeguarding and promoting the welfare of children and young people. - Ability to work constructively and professionally within a school environment.	

TO ALL APPLICANTS

The Board of Governors seeks to appoint an enthusiastic and committed individual who is willing and able to contribute to the ethos and enrich the experience of pupils through their involvement in the wider life of the school.

The Selection Panel reserves the right to enhance the stated criteria in order to facilitate a manageable shortlist. Applications from suitably candidates may be retained for consideration should similar vacancies arise within the following twelve months. Canvassing, either directly or indirectly, will disqualify candidates.

All criteria should be addressed within the application form and may be further assessed through presentation, interview and any other selection methods deemed appropriate.

Thornhill College is committed to safeguarding and promoting the welfare of children and young people. The successful applicant will be subject to all appropriate pre-employment checks, including an enhanced AccessNI check.

Thornhill College is an Equal Opportunities Employer.

November 2026