

### Keep Guard Day Nursery Personnel Specification – Catering Assistant

Areas of Assessment	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Basic standard of Literacy to read and follow instructions</li> <li>• Basic understanding of Numeracy to read scales and timings</li> <li>• Ability to understand instructions</li> </ul>	<ul style="list-style-type: none"> <li>• Level 2 in Food Hygiene or equivalent</li> </ul>
<b>Experience/Skills</b>	<ul style="list-style-type: none"> <li>• Understanding of basic hygiene requirements</li> <li>• Ability to work under pressure at times</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience of working in a catering establishment</li> <li>• Knowledge of health and safety and food hygiene regulations</li> <li>• Driving license</li> </ul>
<b>Philosophy</b>	<ul style="list-style-type: none"> <li>• A commitment to safeguarding and promoting the welfare of children</li> <li>• A commitment to The Prevent Duty under section 26 of the Counter-Terrorism and Security Act 2015, to protect children from the risk of 'radicalisation' which is the process by which a person comes to support terrorism and forms of extremism leading to terrorism.</li> <li>• To actively promote the Nursery's Healthy Eating Philosophy</li> </ul>	
<b>Professional Qualities</b>	<ul style="list-style-type: none"> <li>• Knowledge of the importance of safeguarding and promoting the welfare of children.</li> <li>• Knowledge of the importance of The Prevent Duty and its purpose in protecting children from the risk of 'radicalisation'; building children's 'resilience' to radicalisation by promoting fundamental British values and therefore challenge extremist views</li> <li>• Pro-active in developing Parent/Carer partnerships</li> <li>• Committed to the value of working as a team member</li> <li>• Ability to work under the direction of senior staff</li> <li>• Ability to respect confidentiality</li> <li>• Ability to follow nursery policies and procedures.</li> <li>• Good oral and written communication skills.</li> </ul>	<ul style="list-style-type: none"> <li>• Good nutritional values</li> <li>• Good hygiene practices</li> <li>• Computer literate</li> </ul>
<b>Physical</b>	<ul style="list-style-type: none"> <li>• General level of fitness to be able to deliver food on several different floor levels</li> </ul>	
<b>Professional Development</b>	<ul style="list-style-type: none"> <li>• Open to personal and professional development</li> <li>• Willingness to undertake/update Food Hygiene training</li> <li>• Willingness to undertake Safeguarding and Prevent training in line with Nursery's training programme</li> </ul>	
<b>Application</b>	<ul style="list-style-type: none"> <li>• Well presented - well ordered application form to include a statement about why you feel you are suitable for this position.</li> </ul>	
<b>References</b>	<ul style="list-style-type: none"> <li>• Two fully supportive, relevant references.</li> <li>• Successful clearance of DBS</li> </ul>	

Keep Guard Day Nursery is committed to safeguarding and promoting the welfare of children.