



Person specification – Catering Assistant

		Essential	Desirable
Qualifications	Level 2 award in Food safety and Hygiene		X
Work and Related experience	Experience of working in a school or similar environment	x	
	Experience of working with children in school or another environment		X
	Experience of working in a food preparation environment		x
	The ability to organise time and work to deadlines	x	
Skills and abilities	Ability to communicate effectively with people of all ages including students and staff	X	
	Ability to follow instructions and guidance	X	
	Ability to use initiative and work independently	x	
	Understands the importance of ensuring hygiene standards are met	x	
Personal qualities	Understands the importance of confidentiality	X	
	Calm, flexible, enthusiastic, reliable	X	
	Willingness to undertake further training to improve/enhance skills	X	
	An understanding of the importance of safeguarding in a school environment		x

*Westfield Junior School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment*



## Redundancy Dismissal Hearing Agenda

1. Chair welcomes all parties and facilitates introductions.
2. Approval of agenda and checking of documents to be presented.
3. The Head explains the need to remove a post resulting in the dismissal of the employee by reason of redundancy.
4. The member of staff and/or their trade union representative may ask questions of the Head.
5. Members of the Staffing Committee may ask questions of the Head.
6. The member of staff and/or their trade union representative make representations against the proposed dismissal.
7. The Head may ask questions of the member of staff and their trade union representative.
8. Members of the Staffing Committee may ask questions of the member of staff and their trade union representative.
9. The Head may make a final statement and sum up.
10. The member of staff and/or their trade union representative may make a final statement and sum up.
  - a. The Chair of the Staffing Committee explains to both parties how they will be informed of the decision.
  - b. The parties withdraw to allow the Staffing Committee to discuss the findings and come to a decision. The note-taker and the HR Advisor, if in attendance, will remain. The parties may be asked to remain for a short period in case the Staffing Committee needs to clarify any points. Should it be necessary, then both parties will return during the questioning.