**PERSON SPECIFICATION**

**JOB TITLE: Midday Supervisory Assistant**

|  |  |  |  |
| --- | --- | --- | --- |
| Skills and abilities | Essential | Desirable | Assessed by |
| Able to organise one’s own work, to prioritise tasks and keep to deadlines | ✓ |  | Application and interview |
| Able to work independently and support the work of the team | ✓ |  | Application and interview |
| Able to be flexible and respond effectively to the ‘unexpected’ | ✓ |  | Application and interview |
| Able to communicate and interact effectively with adults and children and young people | ✓ |  | Application and interview |
| Able to apply instructions given by teachers or supervisors | ✓ |  | Interview |
| Able to maintain confidentiality of pupil information | ✓ |  | Interview |
| Able to demonstrate respect for pupils and be able to listen to their views | ✓ |  | Interview |
| Knowledge |  |  |  |
| A basic understanding of health, safety and security issues in schools |  | ✓ | Interview |
| Qualifications and experience |  |  |  |
| First aid certificate (or willingness to complete the training) |  | ✓ | Application and interview |
| Experience, on a voluntary or paid basis, of working with children or young people |  | ✓ | Application and interview |
| Previous experience of working in a school, nursery or playgroup (on a paid or voluntary basis) |  | ✓ | Interview |
| Willingness and motivation to participate in any training or development required to improve skills/performance | ✓ |  | Application and interview |
| Willingness and motivation to achieve Level 2 certification in literacy and numeracy | ✓ |  | Interview |