**Specification for Lunchtime Supervisory Assistant at Glendene Arts Academy**

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| Category | Essential criteria | Desirable criteria | How this will be measured |
| Qualifications | Lunchtime Supervisory Assistant |  |  |
| Knowledge | 1.Previous care and support hygiene knowledge  2.Flexibility in relation to covering different areas in school  3.Responsible changing nappies throughout whole school and toilet hygiene  4.Able to work methodically  5. Knowledge of HASAW and COSHH |  | Application form  Interview  References |
| Skills & abilities | 1.Ability to lead, enthuse and motivate other members of staff  2.Excellent communication skills  4.Ability to work well as a member of a team and to gain the confidence of children, parents, carers and other professionals  5.Support colleagues  6.Ability to work independently with minimum supervision and to manage own work and time effectively  7.Ability to maintain confidentiality  8.Ability to use initiative and to innovate within the aims, ethos and policies of the school and adapt teaching methods and materials accordingly  9. Be responsible for well being and social interaction of pupils during lunch time  10. Promote good behaviour  11. Report and hazardous situations  12. Offer care and support throughout lunchtime  13.Assisting staff within an area |  | Application form  Interview  References |
| Experience | 1. Good working knowledge of implementing cleaning and hygiene programmes with individuals or groups of children  3. Good working knowledge of working with colleagues to set short term goals for individual pupils and of supporting the pupils in achieving these |  | Application form  Interview |
| Personal qualities | 1.Emotionally and physically resilient to challenging behaviour  2.Confident and positive approach  3.Smart, professional appearance  4.Committed to mandatory training  5.High levels of hygiene |  | Application form  Interview  References |