**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 knowledge2.Flexibility in relation to covering different areas in school3.Responsible changing nappies throughout whole school and toilet hygiene4.Able to work methodically5. Knowledge of HASAW and COSHH |  | Application formInterviewReferences |
| Skills & abilities | 1.Ability to lead, enthuse and motivate other members of staff2.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 professionals5.Support colleagues6.Ability to work independently with minimum supervision and to manage own work and time effectively 7.Ability to maintain confidentiality8.Ability to use initiative and to innovate within the aims, ethos and policies of the school and adapt teaching methods and materials accordingly9. Be responsible for well being and social interaction of pupils during lunch time10. Promote good behaviour11. Report and hazardous situations12. Offer care and support throughout lunchtime13.Assisting staff within an area |  | Application formInterviewReferences |
| Experience | 1. Good working knowledge of implementing cleaning and hygiene programmes with individuals or groups of children3. Good working knowledge of working with colleagues to set short term goals for individual pupils and of supporting the pupils in achieving these |  | Application formInterview |
| Personal qualities | 1.Emotionally and physically resilient to challenging behaviour 2.Confident and positive approach 3.Smart, professional appearance4.Committed to mandatory training 5.High levels of hygiene  |  | Application form InterviewReferences |