

Person Specification – Midday Supervisory Assistant

Part A: Application Stage

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

Essential

1	Knowledge of School Food Standards, basic nutrition and other health related practices associated with the lunch hour.
2	Basic knowledge about the provision of organised play.
3	Knowledge of basic health and safety requirements.
4	Knowledge of basic Child Protection practices.
5	Interpersonal skills that enable the post holder to interact appropriately with pupils, parents and staff.
6	Basic literacy skills for communicating in English with pupils, parents and staff and completing reports and forms.
7	Ability to manage challenging behaviour appropriately
8	Ability to meet the needs of pupils.

Desirable

9	First Aid Qualification
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Part B: Assessment Stage

Items 1, 2, 3, 5, 6, 8, of the application stage criteria and the criteria below will be further explored at the assessment stage:

Essential

1	Able to work calmly under pressure, and handle unexpected situations and challenges.
2	Able to use initiative and meet the emotional demands of the role.
3	A team player.
4	Experience of working in a child orientated environment.
5	Experience of leading activities that enable pupils to collaborate and socialise.
6	Punctual and reliable.
7	Appropriate behaviour and attitude towards safeguarding and promoting the welfare of children and young people including: <ul style="list-style-type: none"> ▪ motivation to work with children and young people ▪ ability to form and maintain appropriate relationships and personal boundaries with children and young people ▪ emotional resilience in working with challenging behaviours ▪ attitude to use of authority and maintaining discipline.
8	No disclosure about criminal convictions or safeguarding concern that makes applicant unsuitable for this post.

Desirable

8	Ability to speak Sylheti, Urdu or Arabic
9	Relevant Qualifications

The following methods of assessment will be used:

Method		Method	
Interview	Yes/ No	Presentation	Yes /No
Lesson Observation	Yes /No	Structured discussion with pupils	Yes /No
Other (specify)	Yes /No	Other (specify)	Yes /No

Part C: Additional Requirements

The following criteria must be judged as satisfactory when pre-employment checks are completed:

1	Disclosure & Barring Service certificate (DBS)
2	Additional criminal record checks if applicant has lived outside the UK
3	List 99 and/or POCA List (residential establishments only) check
4	Disqualification by Association form
5	Medical clearance
6	Two references from current and previous employers (or education establishment if applicant not in employment)