

North Park Primary School

Lunchtime Supervisory Assistant

Person Specification

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|  | **Essential** | **Desirable** | **Sources** |
| **References** | Fully supported in reference. |  | References |
| **Education, training and qualifications** | A good general standard of education, indicating basic literacy and numeracy skills, in order to be able to communicate with pupils and staff, complete accident slips, read instructions, etc. | First Aid certificate.  Basic food hygiene certificate | Application form  References |
| **Knowledge/Experience** | Previous experience caring for/ working with children aged 4-11 years.  Knowledge and ability to organise games and activities for pupils both inside and outside.  Evidence of working as part of an effective team.  Ability to promote and achieve high standards of behaviour from pupils in a firm, friendly and supportive manner.  Awareness of confidentiality. | Experience of working in a school environment either in a paid or voluntary capacity. | Interview  Application Form  References |
| **Personal Qualities and Skills** | Enthusiasm for the role  Demonstration of calm, positive, patient and caring attitude towards all children.  Recognition of the needs of SEND children  The ability to promote good playtime behaviour and good table manners.  Good communication.  Good sense of humour and respect for colleagues; good relationships with all staff - able to work as part of a team.  To be able to work under pressure.  Ability to work within the school’s policies.  Self-motivated, flexible, reliable and hard working.  Ability to present oneself as a positive role model to pupils through dress, speech and attitude.  Good timekeeping, reliable and committed to the role  Ability to work under minimal supervision.  Commitment to Equality. | Basic understanding of child development and learning.  An understanding of children with additional needs.  Good behaviour management strategies. | Interview  Application Form  References |
| **Disclosure of Criminal**  **Record** | Enhanced DBS check confirming suitability to work with children (school will arrange this). |  | Disclosure and Barring Service check |