

Person Specification

Post: Lunchtime Supervisory Assistant

Attributes	Essential	Desirable
Experience:	E1 Awareness of health and safety issues	D1 Experience of working in a school environment or of supervising children
Qualifications or Training:	E2 To attend any training relevant to the post, ensuring continuing, personal and professional development	D2 Good literacy and numeracy skills. D3 Knowledge of basic First Aid (Certificate desirable)
Practical Skills:	E3 Ability to cope with the physical demands of the job (walking, bending, kneeling, lifting heavy items and generally being physically active for extended periods of time)	D4 Good problem solving skills
Personal Qualities and Attributes:	E4 Supportive of the Catholic ethos of school E5 Able to adopt an open and friendly manner and to present oneself as a role model in behaviour and attitude E6 Flexible approach to working conditions and working environment change E7 Ability to work on own initiative and within a team E8 Ability to develop good working relationships with staff and students E9 Ability to work methodically, thoroughly and to a consistently high standard to ensure work is carried out effectively and efficiently E10 Ability to communicate effectively, reporting and passing on information as required E11 Excellent punctuality and attendance E12 The ability to work in an environment, which may at times be both busy and/or noisy	

NB: *In addition to the candidate's ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children. If you are shortlisted any relevant issues arising from your application and reference will be taken up at interview.*