Finchale Primary School

Lunchtime Supervisory Assistant

Person Specification

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|  | **Essential** | **Desirable** | **Sources** |
| **References** | Fully supported in reference. |  | References |
| **Qualifications** | Willingness to learn and undertake further training. | First Aid certificate. | Application form  References |
| **Education** | Basic literacy and numeracy skills. |  | 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 friendly but firm manner. | Experience of working in a school environment either in a paid or voluntary capacity. | Interview  Application Form  References |
| **Personal Qualities and Skills** | Ability to work under minimal supervision.  Ability to work within a team.  Demonstration of positive attitudes towards pupils.  Patient and caring towards all children.  Recognition of the needs of SEN children and the ability to promote good playtime behaviour.  Good communication.  To be able to work under pressure.  Good sense of humour and respect for colleagues  Good relationships with all staff.  To be able to work as part of a team.  Ability to work within the school’s policies.  Self-motivated, reliable and hard working.  Calm positive and flexible approach to work.  Awareness of confidentiality.  Enthusiastic, courteous and polite approach.  Commitment to delivering a high quality service and to continuous improvement.  Ability to present oneself as a positive role model to pupils through dress, speech and attitude.  Good timekeeping. | 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).  Proof of right to work in the UK. |  | Disclosure and Barring Service check |