

Park Primary School
PERSON SPECIFICATION
MIDDAY SUPERVISORY ASSISTANT

<u>ATTRIBUTES/REQUIREMENTS</u>	<u>ESSENTIAL</u>	<u>DESIRABLE</u>	<u>HOW IDENTIFIED</u>
EDUCATION, QUALIFICATIONS AND VOCATIONAL TRAINING		English and Maths – GCSEs Grade C or above or CACHE Level 3 in Childcare and Education First Aid	<ul style="list-style-type: none"> ○ Examination of certificates ○ Application form ○ Interview
RELEVANT EXPERIENCE		Previous experience of working in an educational setting	<ul style="list-style-type: none"> ○ Application form ○ Interview ○ References
KNOWLEDGE AND SKILLS	Ability to build good working relationships with pupils and adults. Good communication skills Good organisational skills Ability to adapt to different situations Ability to work in a proactive manner and act on own initiative Ability to work as part of a team	Working knowledge of Health and Safety issues Problem solving skills	<ul style="list-style-type: none"> ○ Application form ○ Interview ○ References ○ Examination of certificate
PERSONAL CHARACTERISTICS	Good interpersonal skills Sound work ethics – trustworthy Willingness to engage in professional learning Respect for confidentiality Good sense of humour	Flexible and positive outlook Creative and imaginative Willingness to take on responsibility	<ul style="list-style-type: none"> ○ Application form ○ Interview ○ References
PHYSICAL ATTRIBUTES	As assessed and advised by Occupational Health		<ul style="list-style-type: none"> ○ Medical questionnaire ○ Medical examination, if required
CONTRA-INDICATORS	Required - a satisfactory enhanced check being undertaken by the Disclosure and Barring Service, a clear declaration under the Disqualification by Association Regulations and satisfactory medical clearance		