

## PERSON SPECIFICATION



**Job Title:** Lunchtime Supervisory Assistant  
**Hours:** Mon – Friday, 12.00pm - 1.00pm (5 hours per week)  
**Responsible to:** Headteacher

CATEGORY	ESSENTIAL	DESIRABLE
Qualifications		<ul style="list-style-type: none"> <li>• Any relevant qualification or training, for example in relation to working with children, Special Educational Needs, Safeguarding, First Aid, etc.</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Relevant work experience.</li> </ul>	<ul style="list-style-type: none"> <li>• Have worked successfully with children.</li> </ul>
Knowledge and Understanding	<ul style="list-style-type: none"> <li>• How to communicate well with children and adults, and how to effectively manage groups of children.</li> </ul>	<ul style="list-style-type: none"> <li>• How young children develop and play.</li> </ul>
Skills	<ul style="list-style-type: none"> <li>• Good verbal communication skills, in a variety of situations.</li> <li>• Ability to work co-operatively with others.</li> </ul> <p><b>Be able to:</b></p> <ul style="list-style-type: none"> <li>• Be responsible for ensuring children are supported in play activities on the playground.</li> <li>• Ensure the ethos of the school is followed and fully support positive behavioural expectations.</li> <li>• Adhere to the need for confidentiality at all times.</li> </ul>	<ul style="list-style-type: none"> <li>• Willingness to undertake further training.</li> </ul>
Personal Attributes	<ul style="list-style-type: none"> <li>• A genuine passion and enjoyment for working with children, in a school environment.</li> <li>• Being patient, reliable and responsible.</li> </ul>	