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| **SPECIFICATION** | **ESSENTIAL** | **DESIRABLE** | **HOW IDENTIFIED** |
| **Relevant Experience** |  | * Previous experience of working with children, preferably as a Midday Supervisory Assistant * Experience of working as part of a team to achieve objectives | Application Form  Interview |
| **Education and Training** | * Good standard of written English * Ability to communicate effectively in English | * Current First Aid certificate | Application Form  Interview  Certificates |
| **Skills, Knowledge and Attributes** | * Good communication skills * Ability to have positive interactions with children of all ages * Ability to work with children from a wide range of social and cultural backgrounds * Ability to help children resolve conflicts constructively * Ability to deal in a calm and confident manner with behavioural issues * Ability to use own initiative to deal effectively with minor accidents, injuries and other incidents involving children * Able to maintain confidentiality at all times about school issues, within school and in the wider community * Ability to record clear and accurate incident/accident reports | * Knowledge and understanding of Health & Safety standards within a school setting, particularly security * Knowledge of Safeguarding | Application Form  Interview  References |
| **Other Job Specific Requirements** | * A willingness to promote the ethos of the school * Commitment to understand and comply with the requirements of the Health and Safety at Work Act 1974 * A willingness to undertake further training (face2face and online) and development within the role |  | Application Form  Interview |
| **Social Skills** | * Flexible approach to work * Awareness of the importance for confidentiality * Ability to work with a variety of different people * Courteous and polite | * Able to deal with challenging situations | Application Form  Interview |
| **Motivation** | * Enthusiasm and energy to work as part of a team * Committed to providing a high quality service * Self-motivated |  | Application Form  Interview  References |
| **Physical Characteristics** | * Good attendance record * Flexible approach * Projects professional image for the school |  | Interview  References |