|  |  |  |  |
| --- | --- | --- | --- |
| **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 FormInterview |
| **Education and Training** | * Good standard of written English
* Ability to communicate effectively in English
 | * Current First Aid certificate
 | Application FormInterviewCertificates |
| **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 FormInterviewReferences |
| **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 FormInterview |
| **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 FormInterview |
| **Motivation** | * Enthusiasm and energy to work as part of a team
* Committed to providing a high quality service
* Self-motivated
 |  | Application FormInterviewReferences |
| **Physical Characteristics** | * Good attendance record
* Flexible approach
* Projects professional image for the school
 |  | InterviewReferences |