



Person Specification

Midday Assistant

A – Application Form

I - Interview

| Qualifications & Experience | Essential | Desirable |
|---|------------------|------------------|
| Experience in a school setting working with or caring for children (A&I) | | ✓ |
| Knowledge of First Aid (A&I) | | ✓ |
| Basic reading and writing skills (A) | ✓ | |
| Ability to count and undertake basic calculations (A) | ✓ | |
| Ability to use basic equipment e.g. photocopier, video (A) | | ✓ |
| Communication | Essential | Desirable |
| Ability to complete basic forms (I) | ✓ | |
| Ability to exchange routine verbal information clearly with children and adults (I) | ✓ | |
| Seek support to overcome communication barriers with children and adults (I) | ✓ | |
| Consult with children and other adults (I) | ✓ | |
| Working with children | Essential | Desirable |
| Understand and implement the school's behaviour management policy (A&I) | ✓ | |
| Understand and support the differences in children and adults, responding appropriately (I) | ✓ | |
| Understanding of games and activities which support learning (I) | ✓ | |
| Understanding of the way in which games and activities can help children develop (I) | ✓ | |
| Understand the importance of both physical and emotional well-being (I) | ✓ | |
| Working with others | Essential | Desirable |
| Understand the roles of other staff working in the school (A&I) | | ✓ |
| Ability to establish rapport and respectful and trusting relationships with children and adults (A&I) | ✓ | |
| Ability to work effectively as part of a team and a range of adults in the school (I) | ✓ | |
| Ability to provide timely and accurate information (I) | ✓ | |
| Responsibilities | Essential | Desirable |
| Good organisational skills (A&I) | ✓ | |
| Ability to manage own time effectively (A&I) | ✓ | |

| | | |
|---|------------------|------------------|
| Ability to follow instructions accurately (A&I) | ✓ | |
| Ability to remain calm under pressure (A&I) | ✓ | |
| General | Essential | Desirable |
| Demonstrate a commitment to equality (I) | ✓ | |
| Be prepared to develop and learn in the role (I) | ✓ | |
| Basic understanding of Health and Safety (I) | | ✓ |
| Understand and implement Child Protection Procedures (I) | ✓ | |
| Understand procedures and legislation relating to confidentiality (I) | | ✓ |