Person Specification for Midday Assistant

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

Responsibilities	Essential	Desirable
Good organisational skills	✓	
Ability to manage own time effectively	✓	
Ability to follow instructions accurately	✓	
Ability to remain calm under pressure	✓	
General	**Essential**	**Desirable**
Demonstrate a commitment to equality	✓	
Be prepared to develop and learn in the role	✓	
Basic understanding of Health and Safety		✓
Understand and implement Child Protection Procedures		✓
Understand procedures and legislation relating to confidentiality		✓