

# Person Specification

## School Meals Supervisory Assistant

|                                                     | Essential                                                                                                                                                                                                                                                                                                                                                    | Desirable                                                                                                                                              |
|-----------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Qualifications, Knowledge and Skills</b>         | <ul style="list-style-type: none"> <li>Good standard of education.</li> </ul>                                                                                                                                                                                                                                                                                | <ul style="list-style-type: none"> <li>Safeguarding training</li> <li>First Aid training</li> </ul>                                                    |
| <b>Personal Development and Additional Learning</b> | <ul style="list-style-type: none"> <li>Ability to build effective working relationships with colleagues</li> <li>Ability to stay calm and controlled under pressure and to meet deadlines</li> <li>Ability to communicate effectively and concisely</li> <li>Experience of engaging with a wide range of people</li> </ul>                                   | <ul style="list-style-type: none"> <li>Ability to think creatively and contribute new ideas</li> </ul>                                                 |
| <b>Experience and Personal Attributes</b>           | <ul style="list-style-type: none"> <li>Strong communication and interpersonal skills</li> <li>Knowledge of safeguarding</li> </ul>                                                                                                                                                                                                                           | <ul style="list-style-type: none"> <li>Experience of working within an educational context</li> <li>Experience of working in a similar role</li> </ul> |
| <b>Initiative and Motivation</b>                    | <ul style="list-style-type: none"> <li>Conscientious, confident and reliable</li> <li>An advocate for the Academy and Trust</li> </ul>                                                                                                                                                                                                                       |                                                                                                                                                        |
| <b>Commitment</b>                                   | <ul style="list-style-type: none"> <li>Commitment to diversity and equality of opportunity in all working practices</li> <li>Commitment to child protection and safeguarding policies and procedures</li> <li>Commitment to the values and vision of Maltby Learning Trust</li> <li>Commitment to personal professional learning and development.</li> </ul> |                                                                                                                                                        |
| <b>Attendance</b>                                   | <ul style="list-style-type: none"> <li>A good attendance record in current employment, (not including absences due to disability).</li> </ul>                                                                                                                                                                                                                |                                                                                                                                                        |

**\*The postholder is required to ensure they have the appropriate business insurance to meet the requirements of the post.**

