

# 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.***