

## JOHN GULSON PRIMARY SCHOOL DRA PERSON SPECIFICATION

Skills and Abilities:	<ul style="list-style-type: none"> <li>• • Able to communicate effectively to receive and pass on information and instructions, and provide guidance in a firm but pleasant manner.</li> <li>• • Basic reading and writing skills to maintain records of accidents and first aid, and check that pupils have paid for their meals or are entitled to free meals.</li> <li>• • Able to communicate effectively with pupils to keep control, pass-on instructions and organise activities, where appropriate, in a firm but pleasant manner.</li> <li>• • Able to administer basic first aid.</li> <li>• • Able to follow set procedures for different incidents, particularly in the case of fire, evacuation or accidents, in a controlled and systematic way.</li> <li>• • Able to supervise and control children to minimum set standards of discipline.</li> <li>• • Able to adhere to guidelines set by the Head Teacher for lunchtime supervision and accept line management from the School Business Manager.</li> <li>• • Able to assist pupils with developing their eating skills and encourage children to try all of their food.</li> <li>• • Able and willing to clean-up food or vomit or other materials, and undertake tasks such as carrying food/trays.</li> </ul>
Experience:	<ul style="list-style-type: none"> <li>• Experience of children in some capacity of responsibility, eg. own children or previous school experience: <ul style="list-style-type: none"> <li>• - In a primary school – this should be with 5 to 11 year olds.</li> </ul> </li> </ul>
Special Requirements:	<ul style="list-style-type: none"> <li>• This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment.</li> </ul>