



Person Specification

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| Job Title: | Supervisory Assistant | Job Number: | |
| Directorate: | Children, Learning and Young People | Post Number: | |
| Service: | Services for Schools | Grade: | Grade 1 |
| Location: | Grangehurst Primary School | | |

| | Job Requirements |
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| Knowledge: | <ul style="list-style-type: none"> • Knowledge of how children play and its relevance to their development. • Understanding of the boundaries of confidentiality |
| Skills and Abilities: | <ul style="list-style-type: none"> • Able to work within a team or on own initiative. • Able to communicate effectively to receive and pass on information and instructions and provide guidance in a firm but pleasant manner. • Basic reading and writing skills to maintain records of accidents, incidents and first aid. • Able to administer basic first aid. • Able to follow set procedures for different incidents, particularly in the case of fire. • Evacuation or accidents, in a controlled and systematic way • Able to supervise and control children to set standards of discipline. • Able to adhere to guidelines set by the Head Teacher for lunchtime supervision and accept supervision from the Senior Supervisory Assistant. • Able to assist pupils with developing their eating skills. • Able and willing to clean-up food or vomit or other materials. • Able to learn and change practice in appropriate ways. • Ability to undertake patterns of work as determined by the school. • Punctual and able to fulfil duties in a responsible manner |
| Experience | <ul style="list-style-type: none"> • Experience of working with or volunteering with children in some capacity of responsibility. • Working with other professionals |
| Educational | <ul style="list-style-type: none"> • A willingness to participate in in-school training • Possession of an in-date first aid certificate or willingness to undertake emergency first aid training |
| Special Requirements | <ul style="list-style-type: none"> • The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. • This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS). |

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| Special Requirements: | <ul style="list-style-type: none">• This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment.• Must be willing to recognise the importance of confidentiality. |
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Reviewed: July 2021

Updated: