



Coventry City Council

Person Specification

Job Title:	Supervisory Assistant	Job Number:	L3087D
Directorate:	Resources	Post Number:	
Service:	Services for Schools	Grade:	Grade 1
Location:			

	Job Requirements
Knowledge:	

Skills and Abilities:	<ul style="list-style-type: none">• 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 and first aid.• Able to communicate effectively with pupils to keep control, pass-on instructions and organise activities, where appropriate, in a firm but pleasant manner.• 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 minimum 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, and undertake tasks such as carrying food/trays.
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Experience:	<ul style="list-style-type: none">• Experience of children in some capacity of responsibility, eg. own children or previous school experience:<ul style="list-style-type: none">- In a primary school – this should be with 5 to 11 year olds.- In a secondary school – this should be with 11 to 16 year old.
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Educational:	<ul style="list-style-type: none"> • A willingness to attend meetings and training.
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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.
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Date Reviewed: October 2001

Updated: May 2014