

JOHN GULSON PRIMARY SCHOOL DINING ROOM ASSISTANT PERSON SPECIFICATION

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, and check that pupils have paid for their meals or are entitled to free meals. • 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 line management from the School Business Manager. • Able to assist pupils with developing their eating skills and encourage children to try all of their food. • Able and willing to clean-up food or vomit or other materials, and undertake tasks such as carrying food/trays.
Experience:	<ul style="list-style-type: none"> • Experience of children in some capacity of responsibility, eg. own children or previous school experience: - In a primary school – this should be with 5 to 11 year olds.
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.