# Saint Thomas More Catholic Primary School

**Part of the Holy Cross Catholic Multi-Academy Company**

120 Knoll Drive, Stivichall, Coventry, CV3 5DE
☎Telephone: (024) 7684 9910 Fax: (024) 7684 9911
E-mail: admin@st-thomasmore.coventry.sch.uk
Website: www.stmschool.co.uk
Twitter: @STMschCoventry Facebook: @STMCov
Headteacher: Mrs Sarah Collins

## Person Specification
## 1-1 Learning Assistant

| Job Requirements | |
|---|---|
| **Skills and Abilities** | • Able to communicate effectively to receive and pass on information and instructions, and provide guidance in a firm but pleasant manner.<br>• Basic reading and writing skills to maintain records of accidents and the pupil records.<br>• Able to communicate effectively with pupils to keep control, and pass-on instructions where appropriate, in a firm but pleasant manner.<br>• Able to play with children.<br>• Able to administer basic first aid.<br>• Able to follow set procedures for different incidents, particularly in the case of fire, evacuation or accidents, in a controlled and systematic way.<br>• Able to supervise and control a child on a 1:1 basis to minimum set standards of discipline.<br>• Able to adhere to guidelines set by the Head Teacher for supervision of a child and accept supervision from the Nursery class teacher.<br>• Able and willing to clean-up food, vomit or other materials, and undertake tasks such as assisting a pupil with personal hygiene. |
| **Experience** | • Experience of children in some capacity of responsibility, eg. own children or previous school experience - this should be with primary school aged children. |
| **Educational** | • A willingness to attend meetings and training. |
| **Special Requirements** | • This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974.<br>• A Disclosure and Barring Service check will be required prior to appointment . |



**Holy Cross Catholic Multi-Academy Company**
Heathcote Street
Radford
Coventry CV63BL
*HCC MAC is incorporated in England & Wales as a company limited by guarantee with registered number: GB12084073*