



Coventry City Council

Person Specification

Job Title: Supervisory Assistant	Job Number:
Department/Directorate: Education	Grade: 1
Division/Section: Schools	Hours:
Location: Moseley Primary School	

Job Requirements

Knowledge	
Skills and Abilities	<ul style="list-style-type: none">• Communicate effectively with others to receive and pass on information and instructions, 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 a free meal.• Communicate effectively with pupils to keep control, pass instructions and organise activities where appropriate in a firm but pleasant manner.• Administer basic first aid.• Follow laid down procedures for different incidents, particularly in the case of fire, evacuation or accidents in a controlled and systematic way.• Supervise and control children to minimum standards of discipline set.• Adhere to guidelines set by the Head Teacher for lunchtime supervision and accept supervision from Senior Supervisory Assistant or nominee• Assist pupils with developing their eating skills.• Willing to clean up food or vomit or other materials, tasks such as carrying food/trays.
Experience	<ul style="list-style-type: none">• Experience of children in some capacity of responsibility – own children or previous school experience for example:-• in primary school, this should be with 5 – 11 year olds
Educational	
Special Requirements	<p>For posts that are subject to Protection of Children Regulations the following statement must be annotated:</p> <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"* Delete as appropriate