



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