



**Person Specification**

|                        |                            |                                     |                  |
|------------------------|----------------------------|-------------------------------------|------------------|
| <b>Post Title</b>      | <b>Midday Assistant</b>    | <b>Grade</b>                        | <b>Scale 1a</b>  |
| <b>School, Section</b> | <b>Manor Junior School</b> | <b>Date of Person Specification</b> | <b>July 2018</b> |

*The following are the criteria which will be used to select the candidate for this post. It is therefore essential that you show evidence of meeting these requirements in your application.*

| <b>Attributes</b>                             | <b>Minimum Criteria</b>                                                                                                                                                                                                                                                                                                                                                                                                                 | <b>Method of Assessment</b>   | <b>Desirable Criteria</b>                                       | <b>Method of Assessment</b>   |
|-----------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|-----------------------------------------------------------------|-------------------------------|
| <b>Experience</b>                             | <ul style="list-style-type: none"> <li>• Dealing with the public</li> <li>• Ability to organis play activities for the range of primary aged pupils</li> <li>• Ability to supervise and ensure the safety of children</li> <li>• Ability to work with other adults</li> <li>• Ability to motivate children</li> <li>• Enjoyment of working with children</li> <li>• Ability to use initiative and be flexible</li> </ul>                | Application Test<br>Interview | Experience of working in a school environment in a similar role | Application Test<br>Interview |
| <b>Education, Training And Qualifications</b> | <ul style="list-style-type: none"> <li>• Good standard of oral and written English</li> </ul>                                                                                                                                                                                                                                                                                                                                           | Application Test<br>Interview |                                                                 |                               |
| <b>Safeguarding</b>                           | <ul style="list-style-type: none"> <li>• Understand the importance of Child Protection procedures</li> <li>• Be aware of policies and procedures around child protection and safeguarding</li> <li>• Ability to work in line with the school’s safeguarding policy and procedures.</li> <li>• A commitment to the safeguarding and welfare of children.</li> <li>• Ability to work sensitively with confidential information</li> </ul> | Application Test<br>Interview |                                                                 |                               |

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| Attributes                          | Minimum Criteria                                                                                                                                                                                                                                                                                                                                                                            | Method of Assessment          | Desirable Criteria | Method of Assessment          |
|-------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|--------------------|-------------------------------|
| <b>English Language Requirement</b> | <ul style="list-style-type: none"> <li>• Good standard of oral and written English</li> </ul>                                                                                                                                                                                                                                                                                               | Application Test<br>Interview |                    |                               |
| <b>Relationships</b>                | <ul style="list-style-type: none"> <li>• Ability to demonstrate patience with firmness</li> <li>• Ability to effectively support colleagues in achieving set goals</li> <li>• Willingness to work as part of a team and share information</li> <li>• Proven ability to maintain a high level of confidentiality</li> </ul>                                                                  | Application Test<br>Interview |                    |                               |
| <b>Equalities and Diversity</b>     | <ul style="list-style-type: none"> <li>• A commitment to the school's equal opportunities policy</li> <li>• An ability to include everyone wherever possible</li> <li>• Motivated to work in a multi-ethnic community.</li> <li>• A thorough understanding of and personal commitment to equality of opportunity.</li> <li>• An understanding of the diverse needs of our pupils</li> </ul> | Application Test<br>Interview |                    |                               |
| <b>Skills</b>                       | <ul style="list-style-type: none"> <li>• Good organisational skills</li> <li>• Good listening skills</li> <li>• A good imagination</li> <li>• An understanding and empathy for working with primary aged children</li> <li>• Excellent communication skills, both oral and written</li> <li>• Possession of good communication skills with both children and adults</li> </ul>              | Application Test<br>Interview |                    | Application Test<br>Interview |
| <b>Any additional factor</b>        | <ul style="list-style-type: none"> <li>• Approachability</li> <li>• A sense of fun</li> <li>• An understanding of the diverse needs of our</li> </ul>                                                                                                                                                                                                                                       |                               |                    |                               |

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| Attributes | Minimum Criteria                                                                                                                                                                | Method of Assessment | Desirable Criteria | Method of Assessment |
|------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|--------------------|----------------------|
|            | pupils <ul style="list-style-type: none"><li data-bbox="449 289 816 321">• Friendliness and patience</li><li data-bbox="449 329 854 362">• Kindness and understanding</li></ul> |                      |                    |                      |

*Please note, if you are disabled or have an impairment it will only be necessary to meet the essential criteria for shortlisting purposes*