



Person Specification

Job Title	Midday Assistant		
School	Seven Kings School	Salary	LBR1C

Selection Criteria

Experience and Training:

- Relevant experience of similar role an advantage

Knowledge, understanding and skills:

- Good communication skills
- Good organisation skills
- The ability to work independently and as part of a team
- Knowledge of safeguarding procedures and policies

Personal qualities:

- Unconditional positive regard for **all** young people
- Ability to communicate with students and staff clearly and accurately
- An enthusiasm for the post
- Ability to work to predetermined instructions
- Reliability and punctuality.
- Ability to keep calm under pressure or during unexpected circumstances
- Common sense and initiative
- Ability to be firm but fair at all times

General:

- Be aware of and comply with policies and procedures relating to safeguarding and promoting the welfare of children, health, safety and security, confidentiality and data protection
- To demonstrate an understanding of and commitment to equal opportunities and diversity and to the standards of customer care
- Be responsible for own health and safety as well as that of colleagues, students and the public