



<b>Person Specification</b>
-----------------------------

<b>Job Title</b>	Lunchtime Assistant (Primary)		
<b>School</b>	Seven Kings School	<b>Salary Range</b>	
<b>Selection Criteria</b>			
<b>Knowledge/Qualifications:</b>			
<ul style="list-style-type: none"> <li>• Knowledge of basic Health and Safety and First Aid. (E)</li> <li>• A knowledge and understanding of the welfare and social needs of pupils during the mid-day break. (E)</li> <li>• First Aid Certificate (D)</li> <li>• Knowledge of different techniques for supporting children with special needs. (D)</li> </ul>			
<b>Experience:</b>			
<ul style="list-style-type: none"> <li>• Experience of working with children and young people (either paid or unpaid). (E)</li> <li>• Experience of supervising special needs pupils in a school environment. (D)</li> </ul>			
<b>Aptitudes, skills and competencies:</b>			
<ul style="list-style-type: none"> <li>• Effective communication and interaction skills. (E)</li> <li>• Ability to supervise and organise pupils. (E)</li> <li>• Ability to manage behaviour in a calm and positive way (E)</li> <li>• Ability to work with children with special needs in line with school policies and ethos (E)</li> </ul>			
<b>Special conditions:</b>			
<ul style="list-style-type: none"> <li>• Motivated to work with children &amp; young people (E)</li> <li>• Ability to form &amp; monitor appropriate relationship &amp; personal boundaries with children &amp; young people. (E)</li> <li>• Emotional resilience in working with challenging behaviours. (E)</li> <li>• Appropriate attitudes to use of authority &amp; maintaining discipline. (E)</li> <li>• The postholder may be required to work outside of normal school hours on occasion with due notice. (E)</li> <li>• To undergo an enhanced DBS check. (E)</li> </ul> <p>E = Essential D = Desirable</p>			
<b>General:</b>			
<ul style="list-style-type: none"> <li>▪ 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</li> <li>▪ To demonstrate an understanding of and commitment to equal opportunities and diversity and to the standards of customer care</li> <li>▪ Be responsible for own health and safety as well as that of colleagues, students and the public</li> </ul>			