

Person Specification

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| Job Title | Midday Assistant | | |
| School | Seven Kings School | Salary | LBR1C |
| Selection Criteria | | | |
| Experience and Training: <ul style="list-style-type: none"> ▪ Relevant experience of similar role an advantage | | | |
| Knowledge, understanding and skills: <ul style="list-style-type: none"> ▪ 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: <ul style="list-style-type: none"> ▪ Have regard for the safety and wellbeing of students at Seven Kings High School • Ability to communicate with students and staff clearly and accurately • 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: <ul style="list-style-type: none"> ▪ 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 | | | |