

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: ▪ 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: ▪ 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			