**MAPLE GROVE PRIMARY SCHOOL**

**Midday Assistant (PRIMARY)**

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| **PERSON SPECIFICATION FORM**  **JOB REQUIREMENTS** | **Essential** | **Desirable** |
| **Qualifications and Experience** | | |
| NVQ2 |  | √ |
| Current First Aid Certificate |  | √ |
| Experience of working with children | √ |  |
| Experience of working as part of a team to achieve objectives | √ |  |
| **Education and Training** | | |
| Ability to communicate effectively in English | √ |  |
| **Skills, Knowledge and abilities** | | |
| Ability to have positive interactions with adults and children of all ages | √ |  |
| Ability to work with children from a wide range of social and cultural backgrounds | √ |  |
| Ability to help children resolve conflicts constructively | √ |  |
| Ability to deal in a calm and confident manner with behavioural issues | √ |  |
| Ability to deal effectively with minor accidents and injuries | √ |  |
| Able to maintain confidentiality at all times about school issues, within school and in the wider community | √ |  |
| Knowledge and understanding of Health & Safety standards within a school setting, particularly security |  | √ |
| **Other Job Specific Requirements** | | |
| A willingness to promote the ethos of the school | √ |  |
| Commitment to the School’s Equal Opportunities Policy and Acceptance of their responsibility for its practical application. | √ |  |
| Commitment to understand and comply with the requirements of the Health and Safety at Work Act 1974. | √ |  |
| **Disqualifying Factors** | | |
| Indication of sexist, racist, or anti-disability attitudes or any other attitudes in conflict with the School’s Equal Opportunities Policy | | |
| An inability to provide relevant documentation which permits working in the UK eg, visa and work permit, birth certificate | | |

*E = Essential requirements (those without which a candidate would simply be unable to do the job)*

*D = Desirable (those which would be useful for the post-holder to possess)*