



## HEREWARD PRIMARY SCHOOL

### Person Specification: Midday Assistant

|                                    | <b>Essential</b>   | <b>Desirable</b>  |
|------------------------------------|--|---|
| <b>Qualifications and Training</b> | <ul style="list-style-type: none"><li>• Basic general education</li><li>• Commitment to training</li></ul>   | <ul style="list-style-type: none"><li>• Experience of working as a Midday Assistant</li><li>• Basic first aid qualification / Basic food hygiene certificate</li></ul>  |
| <b>Experience</b>                  | <p><i>The candidate should have experience of:</i></p> <ul style="list-style-type: none"><li>• Working with primary aged children;</li><li>• Working in partnership with others.</li></ul>   | <p><i>In addition, the candidate might have experience of:</i></p> <ul style="list-style-type: none"><li>• Working as a midday assistant;</li><li>• Child protection issues.</li></ul>  |
| <b>Knowledge and understanding</b> | <p><i>The candidate should have knowledge and understanding of:</i></p> <ul style="list-style-type: none"><li>• Health and safety requirements in a school environment;</li><li>• Food hygiene and ways to communicate effectively and appropriately to children;</li><li>• How to work constructively as part of a team and to understand their own responsibilities.</li></ul> | <p><i>In addition, the candidate may have experience in:</i></p> <ul style="list-style-type: none"><li>• Applying relevant policies within the school (e.g. 'Behaviour', 'Safeguarding and Child Protection' and 'Medical Conditions');</li><li>• Applying first aid.</li></ul> |

**Skills**

*The Midday Assistant will be able to:*

- Assist children on an individual basis, but also work as a member of a team;
- Explain tasks simply and clearly;
- Supervise and maintain good order with pupil behaviour and adhere to defined standards;
- Accept and respond to management and supervision;
- Work with guidance, but under limited supervision;
- Liaise and communicate effectively with others;
- React calmly and quickly in an emergency.

**Personal characteristics**

- Calm and patient
- Respect confidentiality
- Empathetic
- Enthusiastic and flexible
- Caring and friendly
- Good team player
- **Good time-keeping and attendance - essential**