HEREWARD PRIMARY SCHOOL

Person Specification: Midday Assistant

	Essential	**Desirable**
Qualifications and Training	• Basic general education • Commitment to training	• Experience of working as a Midday Assistant • Basic first aid qualification / Basic food hygiene certificate
Experience	*The candidate should have experience of:* • Working with primary aged children; • Working in partnership with others.	*In addition, the candidate might have experience of:* • Working as a midday assistant; • Child protection issues.
Knowledge and understanding	*The candidate should have knowledge and understanding of:* • Health and safety requirements in a school environment; • Food hygiene and ways to communicate effectively and appropriately to children; • How to work constructively as part of a team and to understand their own responsibilities.	*In addition, the candidate may have experience in:* • Applying relevant policies within the school (e.g. 'Behaviour', 'Safeguarding and Child Protection' and 'Medical Conditions); • Applying first aid.

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**