



HEREWARD PRIMARY SCHOOL

Person Specification: Midday Assistant

	Essential	Desirable
Qualifications and Training	<ul style="list-style-type: none">• Basic general education• Commitment to training	<ul style="list-style-type: none">• Experience of working as a Midday Assistant• Basic first aid qualification / Basic food hygiene certificate
Experience	<p><i>The candidate should have experience of:</i></p> <ul style="list-style-type: none">• Working with primary aged children;• Working in partnership with others.	<p><i>In addition, the candidate might have experience of:</i></p> <ul style="list-style-type: none">• Working as a midday assistant;• Child protection issues.
Knowledge and understanding	<p><i>The candidate should have knowledge and understanding of:</i></p> <ul style="list-style-type: none">• 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.	<p><i>In addition, the candidate may have experience in:</i></p> <ul style="list-style-type: none">• Applying relevant policies within the school (e.g. 'Behaviour', 'Safeguarding and Child Protection' and 'Medical Conditions');• Applying first aid.

Skills	<p><i>The Midday Assistant will be able to:</i></p> <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • Calm and patient • Respect confidentiality • Empathetic • Enthusiastic and flexible • Caring and friendly • Good team player • Good time-keeping and attendance - essential
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