



## Person Specification for Midday Assistant

<b>Qualifications &amp; Experience</b>	<b>Essential</b>	<b>Desirable</b>
Experience in a school setting working with or caring for children		✓
Knowledge of First Aid		✓
Basic reading and writing skills	✓	
Ability to count and undertake basic calculations	✓	
Ability to use basic equipment e.g. photocopier, video		✓
<b>Communication</b>	<b>Essential</b>	<b>Desirable</b>
Ability to complete basic forms	✓	
Ability to exchange routine verbal information clearly with children and adults	✓	
Seek support to overcome communication barriers with children and adults	✓	
Consult with children and other adults		✓
<b>Working with children</b>	<b>Essential</b>	<b>Desirable</b>
Understand and implement the school's behaviour management policy	✓	
Understand and support the differences in children and adults, responding appropriately	✓	
Understanding games and activities which support learning		✓
Understanding of the way in which games and activities can help children develop		✓
Understand the importance of both physical and emotional well being	✓	
<b>Working with others</b>	<b>Essential</b>	<b>Desirable</b>
Understand the roles of other staff working in the school		✓
Ability to establish rapport and respectful and trusting relationships with children and adults	✓	
Ability to work effectively as part of a team and a range of adults in the school	✓	
Ability to provide timely and accurate information	✓	
<b>Responsibilities</b>	<b>Essential</b>	<b>Desirable</b>
Good organisational skills	✓	
Ability to manage own time effectively	✓	
Ability to follow instructions accurately	✓	
Ability to remain calm under pressure	✓	
<b>General</b>	<b>Essential</b>	<b>Desirable</b>
Demonstrate a commitment to equality	✓	
Be prepared to develop and learn in the role	✓	
Basic understanding of Health and Safety		✓
Understand and implement Child Protection Procedures		✓
Understand procedures and legislation relating to confidentiality		✓