

Supervisory Assistant | Broad Heath Primary School

Person Specification

Job Title:	Supervisory Assistant	Name:	
Directorate:	Childre, Learning and Young People	Post Number:	
Service:	Services for Schools	Grade:	
Location:	Broad Heath Primary School		

Area	Description
Knowledge	<ul style="list-style-type: none"> ➤ To have a good knowledge of healthy eating.
Skills and Abilities	<ul style="list-style-type: none"> ➤ Communicate effectively with others to receive and pass on information and instructions, provide guidance in a firm but pleasant manner. ➤ Basic reading and writing skills (to maintain records of accidents and first aid). ➤ Communicate effectively with pupils to keep control, pass instructions, and organise activities where appropriate in a firm but pleasant manner. ➤ Administer basic First Aid ➤ Supervise and control children to minimum standards of discipline set. ➤ Follow laid down procedure for different incidents, particularly in the case of fire, evacuation, or accidents in a controlled and systematic way. ➤ Adhere to guidelines set by the Head Teacher for lunchtime supervision. ➤ Assist pupils with developing their eating skills. ➤ Willing to clean up food or vomit or other cleaning materials, tasks such as carrying food trays.
Experience	<ul style="list-style-type: none"> ➤ Experience of children in some capacity of responsibility- own children or previous school experience for example: in primary school, this should be with 5-11 year olds.
Educational	<ul style="list-style-type: none"> ➤ To speak clearly and appropriately with young people.
Special Requirements	<p>This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment.</p>