



**BISHOP CHADWICK CATHOLIC EDUCATION TRUST**

**PERSON SPECIFICATION**

**POST TITLE:** Lunchtime Supervisory Assistant

**GRADE:** Grade 1

**RESPONSIBLE TO:** Headteacher

<b>Minimum Essential Requirements</b>	<b>Method of Assessment</b>
<b>References</b>	
1. Fully supported in reference.	References
<b>Qualifications</b>	
2. Willingness to learn and undertake further training.	Application form/References
<b>Education</b>	
3. Basic literacy and numeracy skills to be able to write accident reports, read medical information and instructions.	Application form/References
<b>Knowledge/Experience</b>	
4. Knowledge and ability to organise games and activities for pupils both inside and outside.	Interview/Application form/References
5. Evidence of working as part of an effective team.	
<b>Personal Qualities and Skills</b>	
6. Ability to promote and achieve high standards of behaviour from pupils in a friendly but firm manner.	Interview/Application form/References
7. Support the school's Catholic ethos.	
8. To have a positive attitude towards pupils and be patient and caring.	
9. Good relationships with all staff.	
10. Self-motivated, reliable and hard working.	

11. Calm positive and flexible approach to work.	
12. Awareness of confidentiality.	
13. Enthusiastic, courteous and polite approach.	
14. Ability to present oneself as a positive role model to pupils through dress, speech and attitude.	
15. Good timekeeping.	
16. Use own initiative.	
<b>Disclosure of Criminal Record</b>	
17. Enhanced DBS check confirming suitability to work with children (school will arrange this).	Disclosure and Barring Service check