



Person Specification

JOB TITLE:	Supervisory Assistant
DATE:	January 2024
STATUS:	Final

Criteria	Essential/ Desirable	Application	Tasks	Interview	Vetting Checks
Knowledge and qualifications					
1. NVQ level 1 or equivalent in English and Maths or experience in relevant discipline/job role.	E	✓		✓	✓
2. Knowledge and understanding of whole school policies and procedures relevant to the role.	D	✓		✓	
Experience					
3. Experience of lunchtime organisation routines and how to support implementing these.	D	✓		✓	
4. Experience working in a similar role in a school setting.	E	✓		✓	
Skills and competencies					
5. Ability to safeguard and promote the welfare of children including motivation to work with children, forming and maintaining appropriate relationships and personal boundaries with children and young people, emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline.	E	✓		✓	

6. Able to develop positive relationships with children and work with them to promote high standards of behaviour and cooperation.	E	✓		✓	
7. Able to assist in the supervision of pupils who are excluded from play when necessary.	E	✓		✓	
8. Establishes and maintains good relationships with others, working as part of a team.	E	✓		✓	
9. Able to deal well with minor incidents, first aid and the personal health and hygiene of pupils.	E	✓		✓	
10. Flexible approach to work to meet varying demands.	E	✓		✓	
Other					
11. No disclosure about criminal convictions, barring or misconduct that is considered to make the candidate unsuitable for this particular role.	E	✓			✓
12. No concerns about medical fitness or attendance that is considered to make the candidate unsuitable for this particular role.	E				✓
13. Embraces and displays the NEAT values: aspirational, collaborative, inclusive, innovative, has integrity, responsible.	E	✓	✓	✓	