

PUPIL SUPERVISORY ASSISTANT PERSON SPECIFICATION

Post Title: Pupil Supervisory Assistant

ATTRIBUTES/REQUIREMENTS	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
EDUCATION, QUALIFICATIONS AND VOCATIONAL TRAINING	<ul style="list-style-type: none"> • Good standard of education – GCSE or equivalent in English and Maths or a NVQ level 2 minimum. • Willingness and ability to obtain and/or enhance qualifications and training for development in the post. 	<ul style="list-style-type: none"> • First Aid Certificate. 	<ul style="list-style-type: none"> • Examination of Certificates. • Application Form.
RELEVANT EXPERIENCE	<ul style="list-style-type: none"> • Caring for children/young people. 	<ul style="list-style-type: none"> • Previous experience working in an educational environment with children. • Experience of engaging in children’s activities in a formal setting. 	<ul style="list-style-type: none"> • Application Form. • Interview. • References.
KNOWLEDGE AND SKILLS	<ul style="list-style-type: none"> • Basic understanding of school policies and procedures including health and safety, safeguarding. • Good communication and interpersonal skills. 	<ul style="list-style-type: none"> • Basic understanding of child development and learning. 	<ul style="list-style-type: none"> • Application Form. • Interview. • References.
PERSONAL CHARACTERISTICS	<ul style="list-style-type: none"> • Ability to relate well to children and adults and work as part of a team. • A calm, flexible, pleasant and sympathetic manner. • A flexible approach to working within a school. • Patience and caring. • Enthusiastic and committed. 	<ul style="list-style-type: none"> • Good organisation and time management skills. • Ability to self-evaluate own practice and learning needs. 	<ul style="list-style-type: none"> • Application Form. • Interview. • References.
PHYSICAL ATTRIBUTES	<ul style="list-style-type: none"> • As assessed and advised by Occupational Health 		<ul style="list-style-type: none"> • Medical Questionnaire. • Medical examination if required.
	<ul style="list-style-type: none"> • Ability to live and display the 		<ul style="list-style-type: none"> • Interview.

ADDITIONAL FACTORS	Winning Council values and Behaviours at work and support the work of the school and its partners.		
CONTRA-INDICATORS	A satisfactory record check being undertaken by the Criminal Records Bureau		