



## PERSON SPECIFICATION FORM

**POST TITLE:**

Lunchtime Assistant – Level 1

**SCHOOL:**

Fryent Primary School

**PLEASE NOTE**

The method of assessment for each criterion is shown in the right hand columns. The shortlisting criteria are indicated by asterisk in the application form column. Shortlisting for interview will be based solely on whether the candidate indicates on their application form that they meet these Shortlisting Criteria. All mandatory criteria are underlined. The successful candidate must satisfy all of the mandatory criteria, and will normally meet all or most of the other appointment criteria. All candidates must satisfy the Equal Opportunities and Customer Care criteria which are mandatory.

		METHOD OF ASSESSMENT		
		APPLICATION FORM	INTERVIEW	TEST
<b>1.</b>	<b>ABILITIES</b>			
(a)	Ability to work as a member of a team	*	*	
(b)	Ability to work flexibly, understanding information concerning the functions of the school		*	
(c)	Ability to undertake supervision of children in a professional environment to ensure management of their behaviour	*	*	
(d)	Ability to be organised and prioritise between conflicting demands	*	*	
(e)	An ability to display positive social skills and encourage good behaviour in pupils	*	*	
<b>2.</b>	<b>SKILLS</b>			
(a)	Good verbal and written communication skills required to enable effective interaction with pupils, parents/carers and colleagues, i.e. to be able to clearly interpret and articulate instructions to pupils, colleagues and parents/carers		*	*
(b)	Sound interpersonal skills to establish constructive working relationships with pupils, parents/carers and colleagues		*	*

<b>3.</b>	<b>KNOWLEDGE</b>			
(a)	Understanding of matters relating safeguarding of children in terms of their health, safety, welfare and mental wellbeing	*	*	
(b)	An awareness of matters relating to the confidentiality of information in relation to pupils, parents/carers and colleagues	*	*	
<b>4.</b>	<b>EXPERIENCE</b>			
(a)	Previous experience of working with children	*		
<b>5.</b>	<b>EDUCATION AND PROFESSIONAL QUALIFICATIONS ESSENTIAL TO THE POST</b>			
<b>6.</b>	<b><u>EQUAL OPPORTUNITIES RELEVANT TO THE POST</u></b> <i>(mandatory)</i>			
(a)	Understanding and commitment to the Council's Equal Opportunities policy.	*	*	
<b>7.</b>	<b><u>CUSTOMER CARE RELEVANT TO THE POST</u></b> <i>(mandatory)</i>			