

**Perivale Primary School  
SMSA Person Specification (JE: 2628)**

---

**Job title:** SMSA  
**School:**  
**Line manager:** Senior leader / Senior SMSA  
**Supervisory responsibility:** None  
**Hours:**

**Ealing GLPC Grade:** Scale 2  
**Post No:**

*This form lists the essential requirements needed in order to do the job. Applicants will be short-listed solely on them meeting these requirements.*

---

## **Essential Requirements**

### ***Knowledge, Skills and Abilities***

- a) Ability to work as part of a team, form good relationships with other colleagues to ensure effective lunchtime supervision.
  - b) To be able to form good relationships with the children.
  - c) Ability to maintain confidentiality over matters relating to the school, with pupils, staff or parents.
  - d) To be able to take charge of groups of children setting and maintaining acceptable behavioural standards.
  - e) To be able to engage the children in play.
  - f) To be able to ensure the health and safety of all pupils at all times and following process for reporting incidents.
  - g) Ability to stay calm and be patient and understanding when dealing with the children.
  - h) To be able to deal fairly and consistently when dealing with the children.
  - i) Good communication skills.
  - j) Ability to adhere to and implement the Council's Equal Opportunities Policy.
  - k) Have a CRB check and clearance.
  - l) To be responsible for promoting and safeguarding the welfare of children and young people within the school.
- 

— **Prepared by:** ..... **Date** ..... / ..... / .....  
**Agreed by:** ..... **Date** ..... / ..... / .....