



St Thomas More RC College

Break/Midday Assistant Person specification

Key: A = Application I = Interview R = Reference

Selection criteria	Method of Assessment	Essential	Desirable
Qualifications, Training and Experience			
To demonstrate an interest and involvement in working with children and young people	AI	✓	
The ability to understand as well as supervise children and young people	A, I, R	✓	
Ability to respond to everyday situations	A	✓	
Ability to communicate with others	I	✓	
Active listening and verbal communication skills for effective interaction with colleagues and other school employees.	I	✓	
Ability to work under supervision and as part of a team.	A, I, R	✓	
Knowledge of basic hygiene and health and safety.	A, I, R		✓
Knowledge of COSHH Procedures	A		✓
Good attendance record	A, I, R	✓	
Personal Style and Behaviour			
Personal commitment to excellence in service delivery	I	✓	
Desire to pursue own personal development and to undertake training as required.	A	✓	
Discretion in dealing with confidential and sensitive issues	A	✓	
Tact and diplomacy in all interpersonal relationships with the public and colleagues at work.	I, R	✓	
Self-motivation and personal drive to complete tasks to required timescales and quality standards	A, I	✓	
The flexibility to adapt to changing workload demands and new organisational challenges	A, I	✓	
Personal commitment to ensure that services are equally accessible and appropriate to the diverse needs of service users.	A, I	✓	
To consent to a DBS disclosure and Safeguarding Training	A	✓	