



Our Lady of the Rosary Catholic Primary School



Supervisory Assistant Post

PERSON SPECIFICATION

POST TITLE: Supervisory Assistant

GRADE: Grade 1

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Educational Attainment		<ul style="list-style-type: none"> • First Aid qualification 	<ul style="list-style-type: none"> • Application form • Certificates
Work Experience	<ul style="list-style-type: none"> • Experience of working with or caring for children of relevant age 	<ul style="list-style-type: none"> • Experience of working with children within a school setting 	<ul style="list-style-type: none"> • Application form
Knowledge/ Skills/ Aptitudes	<ul style="list-style-type: none"> • Talk to children and adults in a clear and calm manner • Work as part of a team and able to use their own initiative • Encourage high standards of pupil behaviour at all time • Respect confidential information • Initiate games • Remain calm under pressure • Excellent listening skills • Well organised • Ability to diffuse conflict • Adaptable and flexible 		<ul style="list-style-type: none"> • Interview • References

Disposition	<ul style="list-style-type: none"> • Patient and tolerant • Committed to the principals of equality and diversity • Flexible approach to work • Willing to undertake training as required • Able to build up good relationships with parent, pupils and colleagues • To be supportive of the Catholic Ethos of the school 		<ul style="list-style-type: none"> • Interview • References
Circumstances	<ul style="list-style-type: none"> • Enhanced clearance from the Disclosure and Barring Service 		<ul style="list-style-type: none"> • DBS check