



## Employee Specification Form

Post Number	E228/24/01
Job Title	Supervisory Assistant
Department	Overchurch Infant School
Prepared by and date	Headteacher Mr Elliott – 26 <sup>th</sup> February 2024

Listed below are the **personal attributes** required to fulfil the duties listed in the Job Description (M03).

Essential Personal Attributes	Stage Identified	Desirable Personal Attributes	Stage Identified
<b>Qualifications</b>		<ul style="list-style-type: none"> <li>Basic first aid training or willingness to complete this</li> <li>Recent safeguarding training or willingness to complete this</li> <li>Willingness to attend training as required</li> <li>Level 2 in Food safety and hygiene</li> </ul>	
<b>Experience</b> <ul style="list-style-type: none"> <li>Experience of caring for children, either work related or as a parent or carer</li> </ul>		<ul style="list-style-type: none"> <li>Any other experience of working with young children in a school, nursery or similar setting</li> <li>Experience of working with children in a supervisory capacity</li> </ul>	
<b>Knowledge and skills</b> <ul style="list-style-type: none"> <li>Ability to relate well to children and adults</li> <li>Ability to work independently and to be a team player</li> <li>Good spoken English</li> <li>Ability to work as part of a team with the midday assistants, kitchen staff and wider school</li> <li>Ability to show initiative</li> <li>Good communication skills</li> <li>Ability to promote and maintain high standards of behaviour as specified in the school's behaviour, anti-bullying policies and staff code of conduct</li> </ul>		<ul style="list-style-type: none"> <li>Understanding of Health &amp; Safety issues and good practice</li> </ul>	
<b>Special Requirements</b> <ul style="list-style-type: none"> <li>Be reliable and punctual</li> <li>Commitment to encouraging healthy eating habits</li> <li>Patience and the ability to stay calm</li> <li>Reasonable level of fitness</li> </ul>		<ul style="list-style-type: none"> <li>Ability to anticipate problems and take preventative action.</li> </ul>	