

St John's Special School and College

Personnel Specification

Midday Supervisory Assistant

		Essential Attributes	Preferred Attributes
1	Qualifications	No formal qualifications are sought but a good command of the English language, orally and written is required	- Completion of Secondary School education to CSE/GCSE standard - Relevant practical qualifications, for example First Aid, Sign Language etc
2	Work Related Experience, Knowledge and Skills	- Experience of working with or caring for children and/or young people - Ability to supervise and play with children on the playground/hall - Experience of assisting individuals with personal care needs including feeding & toileting - Experience of working as part of a team - Experience of offering support and praise to individuals	- Experience of working with pupils with severe or profound and multiple learning difficulties - Experience of manual handling and assisting with physical activities
3	Personal Skills and attitudes	- Ability to communicate effectively - Sound interpersonal skills - Ability to follow directions and complete tasks to a high standard - Positive attitude shared with pupils and colleagues - Ability to use own initiative and work independently - Ability to maintain a tidy environment - Reliable and excellent attendance record - Keenness to learn	- Ability to offer personal skills to promote pupil learning, for example by playing a musical instrument or sharing a hobby - Values staff development and takes responsibility for own professional improvement
4	Other	This is a customer facing post and the post holder must have the ability to fulfil all spoken aspects of the role with confidence through the medium of English	

DBS Required (please indicate the legal reason for DBS – if in doubt discuss with HR)	☐ Not applicable for this post ☒ Direct supervised or unsupervised contact with children or vulnerable adults ☐ Working within Fostering & Adoption Service (Any post) ☒ In a position of authority/trust ☐ Other eg: auditors, solicitors
Work Related Travel (please indicate as appropriate)	☐ Occasionally required (ie to travel to bank, other sites etc) ☐ Ability to travel around the county ☐ Provide car for business use
Health & Safety Risk Assessment (please indicate which are applicable)	☐ Regular Manual Handling activities ☒ Regular exposure to mental pressures and demands ☐ Visual Display Equipment – regular use ☐ Exposure to substances hazard to health ☐ Exposure to infection ☒ (Occasional risk) Risk of verbal abuse ☒ (Occasional risk) Risk of physical assault ☐ Working alone ☐ Adverse environmental conditions ☐ Use of dangerous machinery ☐ Driving PSV/HGV vehicles

We recognise and welcome our responsibility to remove any barriers found in our recruitment and selection process for disabled people. We have tried to do this, but if you have a disability and identify any barriers in the job description or employee specification, please inform us of these in your application. We are committed to making reasonable adjustments to the job wherever possible and it would help us to know your needs in order to do this.

BILTT is committed to Safeguarding, Prevent, the welfare of pupils and ensuring equality of opportunity for all pupils, staff, parents and carers; irrespective of age, disability, gender reassignment, marriage & civil partnership, pregnancy & maternity, race, belief, sex or sexual orientation and expects staff to share that commitment. The post is subject to satisfactory references, enhanced DBS & health clearance.

It is an offence to apply for a role if you are barred from engaging in regulated activity relevant to children. This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare any convictions, cautions, reprimands and final warnings that are not protected (i.e. that are not filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).