



## Employee Specification Form

Post Number	
Job Title	Supervisory Assistant – Band B
Department	
Prepared by and date	Headteacher - February 2026

Essential Personal Attributes	Stage Identified	Desirable Personal Attributes	Stage Identified
<b>Qualifications</b>		<ul style="list-style-type: none"> <li>First Aid Qualification</li> <li>Qualification in Childcare or Playwork</li> <li>Food Hygiene &amp; Safety Level 1</li> </ul>	App. Form
<b>Experience</b> <ul style="list-style-type: none"> <li>Can follow procedures and instructions</li> <li>Ensuring pupil safety</li> </ul>	App. Form & Interview	<ul style="list-style-type: none"> <li>Experience of supervising children</li> <li>Experience of playing games with children</li> <li>Experience of working with children with special educational needs</li> </ul>	App. Form & Interview
<b>Knowledge and skills</b> <ul style="list-style-type: none"> <li>Understanding of school procedures for supervision of pupils during midday break</li> <li>Ability to communicate with children and adults</li> <li>Able to work well in a team</li> </ul>	Interview		
<b>Special Requirements</b> <ul style="list-style-type: none"> <li>Assembling of equipment</li> <li>Cleaning duties</li> <li>Working outdoors in most weathers</li> </ul>	Interview		

