



Person Specification for Midday Assistant

Application Form (A)

Interview (I)

Qualifications & Experience	Essential	Desirable
Experience in a school setting working with or caring for children (A)		✓
Knowledge of First Aid (A)		✓
Basic reading and writing skills (A)	✓	
Ability to count and undertake basic calculations (A)	✓	
Ability to use basic equipment e.g. photocopier, video (A)		✓
Communication	Essential	Desirable
Ability to complete basic forms (A)	✓	
Ability to exchange routine verbal information clearly with children and adults (A&I)	✓	
Seek support to overcome communication barriers with children and adults (A&I)	✓	
Consult with children and other adults (A&I)		✓
Working with children	Essential	Desirable
Understand and implement the school's behaviour management policy (A&I)		✓
Understand and support the differences in children and adults, responding appropriately (A&I)		✓
Understanding of games and activities which support learning (A&I)		✓
Understanding of the way in which games and activities can help children develop (A&I)		✓
Understand the importance of both physical and emotional well-being (A&I)		✓
Working with others	Essential	Desirable
Understand the roles of other staff working in the school (A&I)		✓
Ability to establish rapport and respectful and trusting relationships with children and adults (A&I)	✓	
Ability to work effectively as part of a team and a range of adults in the school (A&I)	✓	
Ability to provide timely and accurate information (A)	✓	



Responsibilities	Essential	Desirable
Good organisational skills (A)	✓	
Ability to manage own time effectively (A&I)	✓	
Ability to follow instructions accurately (A&I)	✓	
Ability to remain calm under pressure (A&I)	✓	
General	Essential	Desirable
Demonstrate a commitment to equality (A&I)	✓	
Be prepared to develop and learn in the role (A&I)	✓	
Basic understanding of Health and Safety (A&I)		✓
Understand and implement Child Protection Procedures (A&I)		✓
Understand procedures and legislation relating to confidentiality (A&I)		✓