



## Bishop Vesey's Grammar School

### Person specification

**Job Title: Lunchtime Supervisory Assistant – part time & term time**

**Scale 2: SCP range 3-4 pro-rata**

**Method of Assessment**    A.F. = Application Form;    I = Interview;    T = Test or Exercise

	ESSENTIAL	M.O.A
EXPERIENCE	Experience of working with children Experience of working in a team	AF/I
SKILLS AND ABILITIES	Be committed to the ethos and values of the school Ability to encourage students to achieve these aims through keeping the school's behaviour code Ability & confidence to supervise students, maintain order and deal effectively with bad behaviour A positive outlook with a firm but fair approach Develop and maintain professional relationships with staff at all levels in the school Communicate positively and effectively to students Excellent and active listening skills Actively contribute to a happy, safe and supportive play environment Ability to remain calm Committed to and able to work within a team Reliable for punctuality and attendance Able to converse at ease with parents/carers/students and members of the public and provide advice in accurate spoken English is essential for the post	AF/I AF/I AF/I AF/I AF/I AF/I AF/I AF/I AF/I AF/I
TRAINING	Willing to undertake appropriate training to include annual safeguarding training and school policies & procedures	AF/I
EDUCATION / QUALIFICATIONS		
OTHER	Approachable, sympathetic, enthusiastic, patient, resourceful	AF/I
CONTRA INDICATORS	Criminal convictions involving offences against children.	

Holiday entitlement is included in the salary formula in accordance with terms and conditions of a term-time only appointment. All staff are expected to be committed to the school's policies and procedures.

Updated November 2023