

NORTH EALING PRIMARY SCHOOL PERSON SPECIFICATION SMSA

This form lists the essential requirements needed in order to do the job. Applicants will be short-listed solely on them meeting these requirements.

Job title:	SMSA	Grade	Scale 2
School:	North Ealing Primary School	Post No:	
Line manager:	Senior SMSA, School Business Manager		
Supervisory responsibility:	None		
Hours	7.5 hrs per week, term time only+ 5 staff training days		

Essential Requirements

Knowledge, Skills, Abilities and Qualities

1. Ability to work as part of a team, form good relationships with other colleagues to ensure effective lunchtime supervision.
2. To be able to form good relationships with the children.
3. Ability to maintain confidentiality over matters relating to the school, with pupils, staff or parents.
4. To be able to take charge of groups of children setting and maintaining acceptable behavioural standards.
5. To be able to engage the children in play.
6. To be able to ensure the health and safety of all pupils at all times and following process for reporting incidents.
7. Ability to stay calm and be patient and understanding when dealing with the children.
8. To be able to deal fairly and consistently when dealing with the children.
9. Good communication skills.
10. Ability to adhere to and implement the Council's Equal Opportunities Policy.
11. Have a CRB check and clearance.
12. To be responsible for promoting and safeguarding the welfare of children and young people within the school.

Signatures

Prepared by:

Date:.....

Agreed by:

Date:.....
