



**St Peter & St Paul CE Primary School**  
**Wainfleet Road,**  
**Burgh-le-Marsh,**  
**Lincolnshire**  
**PE24 5ED**

**Job Specification – Midday Supervisory Assistant**

JOB REQUIREMENTS	ESSENTIAL	DESIREABLE	APPLICATION ASSESSMENT METHOD AF = Application Form I = Interview REF = References
Qualification and experience	<ul style="list-style-type: none"> <li>• Experience of working with children / children in the home</li> </ul>	<ul style="list-style-type: none"> <li>• First Aid Qualification (or willingness to undertake)</li> <li>• Food Hygiene (or willingness to undertake)</li> </ul>	AF I REF
Skills	<ul style="list-style-type: none"> <li>• Awareness of safeguarding and importance of child protection</li> <li>• Relates well to children</li> <li>• Relates well to colleagues</li> <li>• Effective communicator and listener</li> <li>• Team player</li> </ul>		AF I REF
Personal Qualities	<ul style="list-style-type: none"> <li>• Caring and positive person</li> <li>• Hardworking, organised and creative</li> <li>• Ability to complete tasks to timescale</li> <li>• Confidential and discrete</li> <li>• Ability to use initiative</li> <li>• Flexible/adaptable</li> <li>• Be professional</li> </ul>		AF I REF