

SMSA – Person Specification

Job title: SMSA

Line manage: The Headteacher / Senior SMSA

Supervisory responsibility: None

Hours 12.00 pm to 1.15pm Monday to Friday term time only, including school training days

This person specification lists the essential requirements needed in order to carry out the above post in the Centre. Applicants will be short listed solely on them meeting these requirements.

Essential Requirements

Knowledge, Skills and Abilities

- a) Ability to work as part of a team, form good relationships with other colleagues to ensure effective lunchtime supervision.
- b) To be able to form good relationships with the children.
- c) Ability to maintain confidentiality over matters relating to the school, with pupils, staff or parents.
- d) To be able to take charge of groups of children setting and maintaining acceptable behavioural standards.
- e) To be able to engage the children in play.
- f) To be able to ensure the health and safety of all pupils at all times and following process for reporting incidents.
- g) Ability to stay calm and be patient and understanding when dealing with the children.
- h) To be able to deal fairly and consistently when dealing with the children.
- i) Good communication skills.
- j) Ability to adhere to and implement school's policy and procedures on child protection.
- k) Willingness to undertake a DBS check and clearance and Medical Training
- l) To be responsible for promoting and safeguarding the welfare of children and young people within the school.