



Coventry City Council

## Person Specification

<b>Job Title:</b>	Supervisory Assistant	<b>Job Number:</b>	L3087D
<b>Directorate:</b>	Resources	<b>Post Number:</b>	
<b>Service:</b>	Services for Schools	<b>Grade:</b>	Grade 1
<b>Location:</b>			

<b>Job Requirements</b>	
<b>Knowledge:</b>	

<b>Skills and Abilities:</b>	<ul style="list-style-type: none"><li>• Able to communicate effectively to receive and pass on information and instructions, and provide guidance in a firm but pleasant manner.</li><li>• Basic reading and writing skills to maintain records of accidents and first aid.</li><li>• Able to communicate effectively with pupils to keep control, pass-on instructions and organise activities, where appropriate, in a firm but pleasant manner.</li><li>• Able to administer basic first aid.</li><li>• Able to follow set procedures for different incidents, particularly in the case of fire, evacuation or accidents, in a controlled and systematic way.</li><li>• Able to supervise and control children to minimum set standards of discipline.</li><li>• Able to adhere to guidelines set by the Head Teacher for lunchtime supervision and accept supervision from the Senior Supervisory Assistant.</li><li>• Able to assist pupils with developing their eating skills.</li><li>• able and willing to clean-up food or vomit or other materials, and undertake tasks such as carrying food/trays.</li></ul>
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<b>Experience:</b>	<ul style="list-style-type: none"><li>• Experience of children in some capacity of responsibility, eg. own children or previous school experience:<ul style="list-style-type: none"><li>- In a primary school – this should be with 5 to 11 year olds.</li><li>- In a secondary school – this should be with 11 to 16 year old.</li></ul></li></ul>
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<b>Educational:</b>	<ul style="list-style-type: none"><li>• A willingness to attend meetings and training.</li></ul>
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<b>Special Requirements:</b>	<ul style="list-style-type: none"><li>• This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment.</li></ul>
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**Date Reviewed:** October 2001

**Updated:** May 2014