

St. Stephen's CE Primary School
Person Specification – Lunchtime Assistant (Grade 2)

Criteria	Essential	Desirable
Application	<ul style="list-style-type: none"> Fully completed application form Fully supported references 	
Education and Qualifications	<ul style="list-style-type: none"> Good basic English and maths skills Willingness to attend and complete courses relating to cleaning, and health and safety 	
Experience	<ul style="list-style-type: none"> Previous experience of working in an educational setting 	<ul style="list-style-type: none"> Successful completion of relevant first aid training.
Knowledge and Understanding	<ul style="list-style-type: none"> Knowledge of Health and Safety Knowledge of, and a commitment to, child welfare and safety and awareness of Keeping Children Safe in Education guidance Understanding of the school's Ethos and Values Understanding of Data Protection and confidentiality Ability to work in an organised manner and use initiative 	
Skills and Abilities	<ul style="list-style-type: none"> Ability to organise, prioritise and complete tasks effectively Ability to work alone as well as part of the whole school team Ability to follow instructions and use equipment safely Punctual and reliable Able to use own initiative The ability to communicate effectively with pupils, parents, staff, governors and members of the public 	
Personal Qualities	<ul style="list-style-type: none"> Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school Ability to work under pressure and prioritise effectively Commitment to maintaining confidentiality at all times Commitment to safeguarding and equality Trustworthy, reliable and hardworking A proactive approach to work 	<ul style="list-style-type: none"> Willingness to undertake all necessary training required to carry out the role effectively and in line with health and safety requirements

	<ul style="list-style-type: none"> • Willingness to be involved in the whole life of the school and be part of our team 	
Physical requirements	<ul style="list-style-type: none"> • Be reasonably fit to carry out the duties of the job • Able to carry out some manual handling and lifting • Able to carry out work at high levels using appropriate equipment (training will be provided) 	