



## **Person Specification**

<b>SCHOOL</b>	<b>Barming Primary School</b>
<b>JOB TITLE</b>	<b>Breakfast Club Assistant</b>
<b>GRADE</b>	<b>KR3</b>

### **Knowledge**

- 1.1 A good standard of education particularly in English and Mathematics
- 1.2 Knowledge of the legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment
- 1.3 Knowledge of strategies to recognise and reward efforts and achievements towards self-reliance that are appropriate to the age and development stage of the pupils

### **Experience**

- 2.1 Experience of previously working with children in a Primary School Setting.
- 2.2 Experience of using Information Technology to support pupils

### **Skills & Abilities**

- 3.1 Ability to consistently and effectively implement agreed behaviour management strategies
- 3.2 Ability to use language and other communication skills that pupils can understand and relate to
- 3.3 Ability to establish positive relationships with pupils and empathise with their needs
- 3.4 Ability to demonstrate active listening skills
- 3.5 Ability to provide levels of individual attention, reassurance and help
- 3.6 Ability to organise resources and ensure morning activities are planned
- 3.7 Ability to offer constructive feedback to pupils to reinforce self-esteem
- 3.8 Ability to work effectively and supportively as a member of the school team
- 3.9 Ability to work within and apply all school policies e.g. behaviour management, child protection, Health & Safety, Equal Opportunities etc.

### **Personal Qualities**

- 4.1 Willingness to participate in further training and developmental opportunities offered by the school to further knowledge
- 4.2 Willingness to maintain confidentiality on all school matters

### **Desirable Criteria**

- 5.1 NVQ Level 3 for Teaching Assistants or equivalent