

PERSON SPECIFICATION

IMPORTANT

THE REHABILITATION OF OFFENDERS ACT

The provisions of the Rehabilitation of Offenders Act relating to the non-disclosure of spent convictions do not apply to this job, **YOU MUST, THEREFORE, DISCLOSE WHETHER YOU HAVE ANY PREVIOUS CONVICTIONS ON THE BACK PAGE OF THE APPLICATION FORM.**

If successful, you will also be required to apply for a Criminal Record Check from the Criminal Records Bureau. The level of check required for this job is Enhanced Disclosure. Further information is contained in the Further Details document enclosed.

JOB TITLE: MIDDAY ASSISTANT

GRADE: 2

DEPT/SERVICE: Alexandra Academy Trust

UNIT/SECTION: Cledford Primary Academy and Nursery

CRITERIA	DESIRABLE	ESSENTIAL	METHOD OF ASSESSMENT
Qualifications	NONE	NONE	Not Applicable
Experience	Previous experience as a Midday Assistant or working with children.	NONE	Application Interview
Job Related Knowledge	Previous experience as a Midday Assistant or working with children.	Willing to undertake job related training including a First Aid qualification.	Interview
Skills and Aptitudes	A good learner	A team player. A desire to work with children in a calm manner.	Interview
Other Requirements	NONE	Positive attitude. Friendly. Sense of humour. Enjoys working with children.	Interview