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**

**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 >Standard Disclosure/Enhanced Disclosure. Further information is contained in the Further Details document enclosed.

**DEPT/SERVICE: Alexandra Academy Trust UNIT/SECTION: Haslington Primary Academy**

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| --- | --- | --- | --- |
| **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 |