

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 Disclosure & Barring System. The level of check required for this job is Enhanced Disclosure.

JOB TITLE: **MIDDAY ASSISTANT**
GRADE: **2**
DEPT/SERVICE: **Children's Services**
UNIT/SECTION: **Ashdene Primary School**
JOB REF: **AAAD5003**

CRITERIA	DESIRABLE	ESSENTIAL	METHOD OF ASSESSMENT
Qualifications	<ul style="list-style-type: none"> • GCSE Grade C or above, or equivalent in English/Maths • First Aid Qualification 	<ul style="list-style-type: none"> • Oral and written skills • Basic arithmetical ability 	Certificates to be produced at interview
Experience	<ul style="list-style-type: none"> • Experience of working with children in a paid or voluntary capacity 	<ul style="list-style-type: none"> • Positive attitude • Desire to work with children 	Application form Interview References
Job Related Knowledge	<ul style="list-style-type: none"> • An ability to understand the specific needs of individual children. 	<ul style="list-style-type: none"> • Willingness to undertake any training 	Interview
Skills and Aptitudes	<ul style="list-style-type: none"> • Ability to work on own initiative 	<ul style="list-style-type: none"> • Ability to organise appropriate play activities in/out of doors • Enthusiastic, cheerful, caring and flexible. • Welcoming and approachable. 	Interview
Other Requirements	<ul style="list-style-type: none"> • Excellent communicator 	<ul style="list-style-type: none"> • Must like children • Sense of humour • Team player • Clear DSB (CRB) check 	Interview

Cheshire East Council is committed to supporting people with disabilities and will make reasonable adjustments to these requirements where this enables a disabled person to do the job effectively.