SELBORNE PRIMARY SCHOOL
SMSA (JE: 2628)

Job title: SMSA
Ealing GLPC Grade: Scale 2
School:
Post No:
Line manager: The Headteacher / Lead SMSA
Supervisory responsibility: None
Hours: As and when required

This form lists the essential requirements needed in order to do the job. Applicants will be short-listed solely on them meeting these requirements.

Essential Requirements

Knowledge, Skills and Abilities

a) Ability to work as part of a team, form good relationships with other colleagues to ensure effective lunchtime supervision.

b) To be able to form good relationships with the children.

c) Ability to maintain confidentiality over matters relating to the school, with pupils, staff or parents.

d) To be able to take charge of groups of children setting and maintaining acceptable behavioural standards.

e) To be able to engage the children in play.

f) To be able to ensure the health and safety of all pupils at all times and following process for reporting incidents.

g) Ability to stay calm and be patient and understanding when dealing with the children.

h) To be able to deal fairly and consistently when dealing with the children.

i) Good communication skills.

j) Ability to adhere to and implement the Council's Equal Opportunities Policy.

k) Have a Enhanced DBS check and clearance.

l) To be responsible for promoting and safeguarding the welfare of children and young people within the school.

Prepared by: _____ **Date** ____/____/____
Agreed by: _____ **Date** ____/____/____