

# EMPLOYEE SPECIFICATION

**SECTION:** All Schools Model

**POST TITLE:** Activity Support Assistant (3)  
(Lunchtime Supervision)

**GRADE:** 3

	ATTRIBUTES		RELEVANT CRITERIA	HOW IDENTIFIED	RANK
1.	<b>RELEVANT EXPERIENCE</b>	1.1	Experience of working with children/ young people.	Application Form / Selection Process	B
		1.3	Experience of encouraging the development of relationships between children/young people.	Selection Process	
2.	<b>EDUCATION AND TRAINING ATTAINMENTS</b>	2.1	First Aid Qualification	Application Form / Selection Process/ Certificate	C
3.	<b>GENERAL AND SPECIAL KNOWLEDGE</b>	3.1	Basic Health and Safety Awareness	Selection Process	
		3.2	Knowledge of and commitment to the Authority's Equal Opportunities Policy and how this relates to the duties of the post	Selection Process	

	ATTRIBUTES		RELEVANT CRITERIA	HOW IDENTIFIED	RANK
4.	<b>SKILLS AND ABILITIES</b>	4.1	The ability to relate to children/young people from diverse ethnic/social backgrounds	Application Form / Selection Process	A
		4.2	Verbal communication skills in order to liase with children/young people and other staff members	Application Form / Selection Process	A
		4.3	The ability to react in a positive manner to difficult situations which may arise amongst children/young people.	Selection Process	
		4.4	Ability to keep problems in perspective and be patient	Selection Process	
		4.5	Able to read and understand simple verbal and written instructions	Application Form / Selection Process	A
		4.6	Ability to work with children/young people exhibiting behaviour difficulties	Selection Process	
5.	<b>ANY ADDITIONAL FACTORS</b>	5.1	Physical ability to undertake the duties of the post.	Selection Process	
		5.2	Commitment to ongoing personal training and development	Selection Process	

Please make sure that you demonstrate your ability to meet the requirements of the job by giving clear, concise examples of how you meet each criteria on your application form. The letters A, B and C in the "Rank" column refer to the importance we will give your answers when we read your applications. You must have all the A's on day one to be able to do the job, you need to have all the B's to do the job, but they could be learnt during the induction, and if you have C criteria this would be an additional bonus. We recognise and welcome our responsibility to remove any barriers in our Recruitment and Selection process for disabled people. We have tried to do this, but if you have a disability and identify any barriers in the job description or employee specification, please tell us of these in your application. We are committed to making reasonable adjustments to the job wherever possible and it would help us to know your needs in order to do this.

Where criteria are to be identified through the "Selection Process", this may involve written exercises, group discussions, presentations, interview etc.

<b>ES Reference No</b>	SS/AS03/LS/SPEC
<b>ES Prepared/Amended</b>	JAN 2010
<b>Refers to Estab(s)</b>	