



Ad Astra Academy Trust
Supervisory Assistant - (Band 3)
Person Specification



	Essential Criteria	Desirable Criteria
Qualifications		<ul style="list-style-type: none"> • First Aid Qualification (A) • Good literacy and numeracy skills (A, I)
Experience	<ul style="list-style-type: none"> • Previous experience working with Children (A, I) • Previous experience of working in a team (A, I) 	<ul style="list-style-type: none"> • Previous experience as a Supervisory Assistant (A, I)
Knowledge/Skills	<ul style="list-style-type: none"> • Ability to use own initiative and work as part of a team (A, I) • Good verbal communication and interpersonal skills, ability to communicate with children (A, I) • A willingness to lead children in activities (A, I) • Ability to liaise effectively with colleagues (A, I) • Awareness of the importance of confidentiality (A, I) • Ability to maintain positive relationships with staff and pupils (A, I) • Awareness of the importance of Health & Safety (A, I) • Ability to be an effective role model for pupils by demonstrating and promoting values, attitudes and behaviour expected from pupils (A, I) 	
Additional	<ul style="list-style-type: none"> ✓ Enhanced safeguarding checks 	

A - Application Form

I - Interview