



**Person Specification  
MSA**

St Benet's MAT and [insert name of academy] are committed to safeguarding and promoting the welfare of children and young people and require all staff and volunteers to share this commitment.

<b>Responsible to</b>	Headteacher
<b>Grade</b>	Band B, Point 2  FTE Annual Value - £24,413  MSA Pro Rata Annual Salary - £4130
<b>Hours</b>	7.5 hrs per week, Monday to Friday, term-time only  11.45am – 1.15pm
<b>Location</b>	Alburgh with Denton C of E Primary Academy. You may be required to travel to undertake work at academies and sites within the Diocese of Norwich St Benet's Multi Academy Trust as needed

	<b>Essential Criteria</b>	<b>Desirable Criteria</b>	<b>Measured By</b>
<b>Education and Qualifications</b>		<ul style="list-style-type: none"><li>• Experience working with children.</li><li>• First Aid Qualification</li><li>• English and Maths GCSE, grade C or above or equivalent.</li></ul>	
<b>Skills and Abilities</b>	<ul style="list-style-type: none"><li>• Able to follow the Trust's safeguarding procedures and recognise when to report any concerns</li><li>• Ability to work effectively within a team.</li><li>• Ability to use your own initiative to respond to needs and situations that arise.</li></ul>	<ul style="list-style-type: none"><li>• Basic IT skills</li></ul>	



	<ul style="list-style-type: none"><li>Ability to build effective relationships with all children who attend the club, showing empathy and understanding of their needs.</li><li>Ability to promote the academy's positive ethos and role model positive attributes.</li><li>Able to set expectations for positive behaviour and productive use of time in the club, supporting children confidently to ensure they make the most of what is on offer.</li><li>Ability to work creatively and flexibly.</li></ul>		
<b>Experience</b>		<ul style="list-style-type: none"><li>Experience or qualification in food hygiene or catering.</li><li>Experience of developing learning opportunities in the outdoors and within a childcare or school setting.</li></ul>	
<b>Knowledge and understanding</b>	<ul style="list-style-type: none"><li>Maintain individual responsibility for safeguarding and promoting the welfare of children</li><li>Awareness of food hygiene and ability to plan and prepare healthy snacks and light meals.</li></ul>	<ul style="list-style-type: none"><li>Knowledge of health and safety.</li><li>Working knowledge of processes, structures and routines within a primary school.</li><li>Understanding of the importance of play, social skills and collaboration in child development.</li><li>Knowledge of EYFS, SEND and early child development.</li></ul>	
<b>Other requirements</b>	<ul style="list-style-type: none"><li>A professional role model who is committed to their own professional development and to developing others</li><li>Committed to and able to promote the aims of the</li></ul>		



	<p>academy and the values of the Trust. Including promoting our culture of high aspiration that is rooted in our Christian values as demonstrated in the life and teachings of Jesus Christ.</p> <ul style="list-style-type: none"><li>• Able to work calmly under pressure and withstand stress</li><li>• Able to work flexibly, and to attend meetings and INSET days as required</li></ul>		
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**Person Specification reviewed by: L Goodhew**

**Date: 26/1/26**