CLIFTON
PRIMARY SCHOOL

Headteacher: Mrs Lori Greenglass

Clifton Primary School
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Southall
Middlesex
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Senior SMSA Person Specification

Post commences: January 2027
Contract type: Part Time - Term Time Only
Hours: Mon - Fri - 11.30am - 1.30pm
Contract term: Permanent
Pay Scale: Scale 3 (Spinal Points 5-6)
Supervisory responsibility: SMSAs
Line manager: Deputy Headteacher

Your application should include:

- Fully completed Application Form
- Supporting Statement (Part 10 of the application form). This can be typed straight onto the application form paperwork, or you may wish to attach it as a separate document alongside the application form.

Your supporting statement should cover the criteria for shortlisting in the person specification. In some instances, For each criterion, please explain/give examples of how your skills, knowledge and experience make you suitable for the job.

Essential Requirements

Knowledge, Skills and Abilities	**Assessed via Application (A) or Interview (I)**
Ability to coordinate and direct the work of the SMSA team, including allocating duties and adjusting arrangements where necessary.	A/I
Ability to provide clear instructions and guidance to colleagues and confidently remind staff of agreed expectations and procedures.	A/I
Ability to work effectively as part of a team and develop positive professional relationships with colleagues.	A/I
Ability to develop positive relationships with children and act as an appropriate role model.	A/I
Ability to promote positive behaviour and support the consistent implementation of the school's Behaviour Policy.	A/I
Ability to remain calm, patient and professional when dealing with challenging situations.	A/I
Ability to recognise potential risks, hazards and unsafe practices and take appropriate action.	A

Ability to follow school policies and procedures, including those relating to accidents, incidents, medical needs and safeguarding.	A/I
Ability to support the inclusion of all children, including those with special educational needs and disabilities.	A/I
Ability to maintain confidentiality and exercise appropriate professional discretion in matters relating to pupils, staff and families.	A
Good communication and interpersonal skills.	A/I
Good organisational skills and the ability to respond effectively to changing circumstances.	A/I
Ability to use initiative and work with minimal supervision within clearly defined guidelines.	A
Reliability, punctuality and flexibility.	A
Ability to adhere to and implement the Council's Equal Opportunities Policy.	A
Willingness to undertake relevant training and development.	A
Commitment to promoting and safeguarding the welfare of children and young people.	A/I
Satisfactory enhanced DBS check, including a children's barred list check, and other relevant pre-employment checks.	This will be checked once employed has been offered