

PERSON SPECIFICATION

JOB TITLE: Midday Supervisory Assistant

GRADE:

PREPARED BY:

DEPARTMENT: Education

POST NO:

DATE: 14 May 2014

E = ESSENTIAL D = DESIRABLE		SOURCE OF EVIDENCE - APPLICATION = A TEST = T INTERVIEW = I
	1. EXPERIENCE, direct work experience, other relevant experience.	W =
D	Previous direct work experience is not necessary but an aptitude for caring for children and maintaining a safe, clean and healthy environment is required.	A/I
		A/I
	2. KNOWLEDGE, without which the job cannot be done effectively.	W =
E	Some understanding of child development.	A/I/T
D	To have a practical basic knowledge of Health and Safety in the work place.	A/I/T
E	To have some understanding of the area of safeguarding within schools.	A/I
		A/I
	3. SKILLS & ABILITIES, Essential/Capable of doing, Desirable/Able to train.	W =
E	Ability to work on your own initiative and as part of a team.	A/I
E	Ability to build good relationships with children and colleagues.	A/I
		A/I
	4. QUALIFICATIONS, TRAINING & EDUCATION, also identify training to be given.	W =
E	Willingness to undertake any appropriate training provided by the school.	A/I
		A/I
	5. PERSONALITY, SOCIAL SKILLS, Relationships, thinking style, disposition.	W =
E	Reliable, honest and dependable.	A/I
E	Ability to relate well with colleagues, pupils, parents and visitors.	A/I
E	Good team player.	A/I
E	Flexibility.	A/I
		A/I
	6. OTHER FACTORS, Physical, Mobility, Availability, Conditions, etc.	W =
		A/I
	CONTRA INDICATIONS, if any	W =
		A/I