

## PERSON SPECIFICATION

**JOB TITLE: Midday Supervisory Assistant**  
**GRADE: 1**

**DEPARTMENT: Education**  
**DATE: January 2022**

<b>E = ESSENTIAL</b>	<b>SOURCE OF EVIDENCE - APPLICATION = A</b>
<b>D = DESIRABLE</b>	<b>INTERVIEW = I</b>
	<b>1. EXPERIENCE, direct work experience, other relevant experience</b>
<b>D</b>	Previous experience in working with children. <b>A/I</b>
<b>E</b>	Ability to play with children and develop their social skills. <b>A/I</b>
<b>E</b>	Ability to work on own initiative. <b>A/I</b>
	<b>2. KNOWLEDGE, without which the job cannot be done effectively.</b>
<b>E</b>	Ability to relate well with children. <b>A/I</b>
<b>D</b>	Understand the need to supervise children. <b>A/I</b>
<b>E</b>	Ability to complete paperwork / update electronic safeguarding software. <b>A/I</b>
	<b>3. SKILLS &amp; ABILITIES, Essential/Capable of doing, Desirable/Able to train.</b>
<b>E</b>	Receptive to ideas and suggestions of others. <b>A/I</b>
<b>E</b>	Accept constructive criticism of own ideas. <b>A/I</b>
<b>D</b>	Willing to undertake training. <b>A/I</b>
<b>E</b>	Promote positive behaviour of pupils. <b>A/I</b>
	<b>4. QUALIFICATIONS, TRAINING &amp; EDUCATION, also identify training to be given.</b>
<b>D</b>	First Aid, essential to be trained. <b>A/I</b>
	<b>5. PERSONALITY, SOCIAL SKILLS, Relationships, thinking style, disposition.</b>
<b>E</b>	Good communication skills. <b>A/I</b>
<b>E</b>	Team player and enthusiastic to develop. <b>A/I</b>
	<b>6. OTHER FACTORS, Physical, Mobility, Availability, Conditions, etc.</b>
<b>D</b>	Physically fit to participate in playtime games. <b>I</b>
	<b>CONTRA INDICATIONS, if any</b>
<b>D</b>	A positive attitude towards the involvement of the children within the school. <b>A/I</b>