

GENERIC PERSON SPECIFICATION

POST: SUPERVISORY ASSISTANT – GRADE 3			
SKILLS/ ABILITY/ EXPERIENCE	TO DO WHAT?	HOW WELL? NOW OR WITH TRAINING?	HOW IMPORTANT AT THE TIME OF APPOINTMENT?
<u>KNOWLEDGE</u>			
Previous experience of interacting with children (whether as a parent/carer or through employment)	To supervise and interact with young children	Now	5
Basic awareness of health and safety issues	To ensure children’s safety at mealtimes and playtimes	With training	3
<u>MENTAL SKILLS</u>			
Limited			
<u>INTERPERSONAL & COMMUNICATION SKILLS</u>			
Reasonable level of verbal communication	To interact effectively with the children	Now	5
Ability to work well as a member of a team	To develop and maintain effective working relationships with colleagues	Now	5
<u>PHYSICAL SKILLS</u>			
N/A			

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<p><u>INITIATIVE & INDEPENDENCE</u></p> <p>Ability to use own initiative (within the scope of set school procedures)</p>	<p>To respond reasonably and sensibly to any unanticipated situations</p>	<p>With support</p>	<p>3</p>
<p><u>PHYSICAL DEMANDS</u></p> <p>Reasonable level of physical fitness/mobility</p>	<p>To interact with, play with and respond to demands of the children</p>	<p>Desirable</p>	<p>3</p>
<p><u>MENTAL DEMANDS</u></p> <p>Ability to concentrate for short periods of time</p>	<p>To supervise children and oversee activities</p>	<p>Now</p>	<p>4</p>
<p><u>EMOTIONAL DEMANDS</u></p> <p>Occasional</p>			
<p><u>RESPONSIBILITY FOR PEOPLE</u></p> <p>Understanding of key safeguarding issues and procedures</p>	<p>To ensure correct reporting and monitoring of any safeguarding issues arising across the school</p> <p>To maintain appropriate levels of confidentiality and data security in respect of personal / pupil / colleague information</p>	<p>Awareness of the sensitivity of these issues now. Training in school procedures given</p>	<p>4</p>

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SKILLS/ ABILITY/ EXPERIENCE	TO DO WHAT?	HOW WELL? NOW OR WITH TRAINING?	HOW IMPORTANT AT THE TIME OF APPOINTMENT?
Ability/willingness to care for children’s welfare and personal hygiene	To provide a good level of appropriate care and cleanliness for the children	Now	5
<u>RESPONSIBILITY FOR SUPERVISION</u> N/A			
<u>FINANCIAL RESPONSIBILITY</u> N/A			
<u>RESPONSIBILITY FOR PHYSICAL RESOURCES</u> N/A			