

SPROTBROUGH ORCHARD INFANT SCHOOL

MIDDAY SUPERVISOR APPOINTMENT

PERSON SPECIFICATION

1. QUALIFICATIONS AND TRAINING

	Essential	Desirable	Source of Evidence
Willingness to undertake relevant training and ability to enhance own learning in order to develop further	✓		A, I, R

2. EXPERIENCE

	Essential	Desirable	Source of Evidence
Previous experience of working as part of a team	✓		A, I, R
Experience of working with children		✓	A, I, R

3. KNOWLEDGE AND SKILLS

	Essential	Desirable	Source of Evidence
Ability to relate well to children and adults and establish good working relationships	✓		A, I, R
Understanding that children have different needs and personalities	✓		I
Understanding of how to effectively manage children's behaviour and ability to follow school behaviour policy	✓		I
Knows how to keep children safe and understands how to ensure children are emotionally secure	✓		I

4. PERSONAL SKILLS AND QUALITIES

	Essential	Desirable	Source of Evidence
Effective verbal communication skills	✓		A, I, R
Highly motivated, enthusiastic and energetic	✓		I, R
Is approachable, friendly and has a sense of humour	✓		I, R
Can work co-operatively as part of a close team	✓		I, R
Contribute to the school's safeguarding culture	✓		I, R
Can follow school policies and procedures	✓		I, R
Has high expectations of self and others	✓		I, R
Can contribute to group thinking and has a creative approach to solving problems	✓		I, R
Seeks and can act upon advice in order to develop	✓		I, R
Is flexible, manages time effectively and works calmly under pressure	✓		I, R
Can follow instructions accurately and can use initiative when necessary	✓		R

Key:

A - Application form/supporting letter

I - Interview

R - References

The above requirements to be evidenced through the application form/letter, interview and references.

Please note that the application form should be completed in full and supporting letter should be clear and concise. If shortlisted, the school will complete online checks and candidates will be required to complete a disclosure form before the interview. The successful applicant will be offered the job subject to satisfactory clearance by the Disclosure and Barring Service and positive recommendation from their current employer.