**PERSON SPECIFICATION**

**JOB TITLE: Midday Supervisory Assistant DEPARTMENT: Education**

**GRADE:**

**PREPARED BY: DATE: 11th May 2022**

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| --- | --- | --- | --- |
| **E** | **= ESSENTIAL** | **SOURCE OF EVIDENCE - APPLICATION =** | **A** |
| **D** | **= DESIRABLE** | **TEST =**  **INTERVIEW =** | **T**  **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** |
| **D** | May require relevant certifications including evidence of fluency in English Language | | **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** |