



## The Minster School PERSON SPECIFICATION Midday Supervisory Assistant

A Person Specification defines the required qualifications, knowledge, skills and qualities of the staff sought by Minster Trust for Education (MITRE) Trustees in the recruitment and selection process – these are referred to as essential in the table below.

All members of staff employed by the Minster Trust for Education support and promote the school's aims:

1. To create an atmosphere of caring and purpose derived from commitment to moral and religious principles;
2. To engender a lifelong love of learning;
3. To encourage each child to strive for his or her best in intellectual, physical and spiritual growth;
4. To help each child to develop relationships with others which are founded on mutual respect and the pursuit of lasting happiness;
5. To encourage and develop leadership and active citizenship within the school and wider community which fosters a sense of dignity, vocation and purpose for every individual;
6. To develop and maintain excellence in teaching and learning.

*Note: when completing your application form please have regard to how each of the **essential** elements of the person specification will be assessed (refer to evidence key at the end of this document). In particular, please ensure that you provide **written** evidence of how you meet the specification for those noted as **W**.*

### Attributes & Requirements

	<i>Essential</i>	<i>Desirable</i>
<b>Education &amp; Training</b>	<ul style="list-style-type: none"><li>• Willingness to undertake appropriate training as required (I)</li></ul>	<ul style="list-style-type: none"><li>• Current First Aid Qualification (W, D)</li></ul>
<b>Knowledge and Experience</b>	<ul style="list-style-type: none"><li>• Experience of supervising children (W, I).</li></ul>	<ul style="list-style-type: none"><li>• Experience of working with groups of children on a voluntary or paid basis (W, I)</li><li>• Previous experience as a midday supervisor (W, I)</li><li>• Basic awareness of safeguarding</li></ul>



		children/child protection legislation (I) <ul style="list-style-type: none"><li>• Knowledge of successful ways to manage student behaviour (W, I)</li><li>• Knowledge and understanding of the value of constructive play opportunities (W, I)</li></ul>
<b>Skills</b>	<ul style="list-style-type: none"><li>• Ability to talk to children and adults in a clear and calm manner (I)</li><li>• Ability to work as part of a group or on own (I)</li><li>• Ability to encourage high standards of student behaviour at all times (I)</li><li>• An understanding of the confidential nature of aspects of the role. (W, I)</li></ul>	<ul style="list-style-type: none"><li>• Ability to recognise behaviour giving cause for concern, and inform teaching staff (I)</li></ul>
<b>Qualities and Attributes</b>	<ul style="list-style-type: none"><li>• Calm under pressure (I)</li><li>• Tolerant (I)</li></ul>	
<b>Other Conditions</b>	<ul style="list-style-type: none"><li>• Able to fulfil all aspects of the job description (I)</li><li>• Set a good example of professional standards and abide by our Code of Conduct (I)</li><li>• Must satisfy relevant pre-employment checks (D)</li><li>• This post will involve contact with vulnerable groups (children, young people and/or adults) and is therefore exempt from the Rehabilitation of Offenders Act 1974 and subject to an Enhanced DBS check (D)</li></ul>	
<b>Equal Opportunities &amp; Safeguarding</b>	<ul style="list-style-type: none"><li>• Commitment to equal opportunities (I)</li><li>• Commitment to safeguarding students with full adherence to child protection and safeguarding policy and staff codes of conduct (I)</li><li>• Must be able to recognise discrimination in its many forms and be willing to put equality policies into practice (I)</li></ul>	

Evidence key: Written Application (W), Documentary evidence (D), Interview/assessment (I)



Note: Where the requirements are 'Essential' and marked as evidenced by your written application (W) – if your written application does not state how you meet the essential criteria, you will not be shortlisted.

*FTC/ Casual March 2023*