

PERSON SPECIFICATION

JOB TITLE: Midday Supervisory Assistant

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