

# The Minster School, Southwell

## Person Specification Midday Supervisory Assistant

Category	Essential	Desirable	Evidence
<p><b>Knowledge &amp; Experience</b></p> <ul style="list-style-type: none"> <li>• Current First Aid qualification</li> <li>• Experience of supervising children</li> <li>• Experience of working with groups of children on a voluntary or paid basis</li> <li>• Knowledge of successful ways to manage student behaviour</li> <li>• Previous experience as a Midday Supervisor</li> <li>• Knowledge and understanding of the value of constructive play opportunities</li> </ul>			<p>A/D</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>
<p><b>Skills and Abilities</b></p> <p>The Midday Supervisor will be able to:</p> <ul style="list-style-type: none"> <li>• Talk to children and adults in a clear and calm manner</li> <li>• Work as part of a group and on their own</li> <li>• Encourage high standards of student behaviour at all times</li> <li>• Respect confidential information</li> <li>• Undertake appropriate training as required</li> </ul> <p>In addition:</p> <ul style="list-style-type: none"> <li>• Recognise behaviour giving cause for concern, and inform teaching staff</li> <li>• Basic awareness of safeguarding children / child protection legislation</li> </ul>			<p>I/R</p> <p>I/R</p> <p>I/R</p> <p>I/R</p> <p>I/R</p> <p>I/R</p> <p>I/R</p> <p>I/R</p> <p>I/R</p>
<p><b>Personal Qualities</b></p> <ul style="list-style-type: none"> <li>• Calm under pressure</li> <li>• Tolerant</li> <li>• Able to communicate with staff and children</li> </ul>			<p>I/R</p> <p>I/R</p> <p>I/R</p>

(A) Application; (I) Interview; (D) Documentation; (R) References