

Person Specification

Post No	GCIWPSMDST	Designation:	Midday Supervisor	Department:	Learning and Development
Section:	Gwenfo C/W Primary School	Completed By:	Nicola Starke	Date:	23.01.2023

The Person Specification outlines the main attributes needed to adequately perform the post specified. In drawing together the specification, a critical examination of the job description has been undertaken to pinpoint those elements of the post deemed as essential.

The Person Specification is intended to give prospective candidates a better understanding of the post requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates. You should refer and address each point of the Person Specification, giving evidence of what skills, experience and knowledge you have in each of these areas. Always be specific. Do not use general phrases such as “I have the necessary skills...” or “I am confident I can do the job well...”. The shortlisting panel will need to know how you meet the requirements based on the evidence you provide.

		Essential	Desirable	Ascertained by
1.	Experience		Experience of working or volunteering in a school environment	Application Form Interview
2.	Knowledge	Able to adhere to Health and Safety Policy and Guidelines Able to follow the School’s behaviour management policy firmly and fairly.	Awareness of positive behaviour strategies	Application Form Interview

		Essential	Desirable	Ascertained by
3.	Skills and Aptitudes	<p>Confidence to supervise and manage large groups of children of varying ages</p> <p>Able to encourage children in purposeful play, initiating age appropriate games and activities.</p> <p>Able to clear and clean tables to allow easy flow in the dining room</p> <p>Able to support pupil's mealtime social skills</p>	<p>Able to work as part of a rota overseeing different aspects of the job but remaining aware of the activities elsewhere in the playground, dining hall or school building.</p>	<p>Application Form</p> <p>Interview</p>
4.	Qualifications and Training	<p>Willing to attend training or courses relevant to the role</p>	<p>Able to administer basic First Aid</p>	<p>Application Form</p> <p>Certificates</p>
5.	Attitude and Motivation	<p>Approachable and able to communicate with children in a clear and calm manner</p> <p>Able to work as part of a team</p> <p>Able to maintain confidentiality</p>	<p>Able to work flexibly and use initiative where necessary</p> <p>Resourceful</p> <p>Calm under pressure</p>	<p>Application Form</p> <p>Interview</p>