

**CHARTERS SCHOOL
PERSON SPECIFICATION
Associate Staff – Midday Supervisor**

	ESSENTIAL	DESIRABLE	EVIDENCE FROM
Knowledge and qualifications	<ul style="list-style-type: none"> • Good standard of education 	Basic first aid knowledge	Application form
Experience	<ul style="list-style-type: none"> • Working as part of a team and on own initiative • Responding to queries and simple problem solving • Practical experience of working with students in a supervisory setting 	Specialist knowledge in child behaviour/special needs eg autism	Application form/ interview/ reference
Quality of Relationships	<ul style="list-style-type: none"> • An ability to work with members of a team • Able to relate to students and teachers in a calm and sympathetic manner • Ability to display fairness and respect for students and colleagues 		Interview/ application form
Personal Style and Characteristics	<ul style="list-style-type: none"> • Mature and professional manner • Conscientious with commitment to providing a high quality of service • Good timekeeping, attendance and flexibility • Open minded, friendly and proactive • Calm and caring, including when under pressure • Self-motivated • Ability to meet deadlines • Sense of humour 		Interview/reference
Skills and Aptitude	<ul style="list-style-type: none"> • Ability to demonstrate a methodical, organised and flexible approach to work • Effective listening, verbal and written communication skills • Excellent interpersonal skills, with the ability to communicate effectively with a diverse range of people, establishing and maintaining effective working relationships • Well organised • Ability and willingness to learn quickly • Ability to maintain a high level of confidentiality and discretion at all times • Able to spend duty period on feet • Able to manage student behaviour in accordance with school behaviour policy 		Interview