



**THE GREEN SCHOOL  
TRUST**

<b>PERSON SPECIFICATION</b>	
<b>JOB TITLE:</b> Midday Supervisor	
<b>DEPARTMENT/SECTION:</b> School: Main: The Green School for Boys Subsidiary: The Green School for Girls	
<b>DATE:</b> August 2020	
<b>CATEGORY</b>	<b>ESSENTIAL JOB REQUIREMENTS</b>
<b><u>EQUAL OPPORTUNITY</u></b>  Specify objective equal opportunity criteria related to effective job performance.	Awareness of the Trust's role as a service provider and employer with regard to equal opportunities.
<b><u>JOB RELATED KNOWLEDGE/APTITUDE/SKILLS</u></b>  Specific job knowledge <u>necessary</u> for the effective performance of the post.	<ul style="list-style-type: none"><li>● Communication skills</li><li>● Able to work on own initiative.</li><li>● Ability to multi-task and work under pressure</li><li>● First Aid</li></ul>
<b><u>EXPERIENCE</u></b>  The particular type and depth of experience <u>necessary</u> for the effective performance of the duties. (Relevant voluntary work experience should be considered).	<ul style="list-style-type: none"><li>● Experience of working in an educational setting desirable</li></ul>
<b><u>EDUCATION &amp; QUALIFICATIONS</u></b>  Level of qualifications (if any) is <u>necessary</u> for the effective performance of the duties.	<ul style="list-style-type: none"><li>● English and Maths level 2 pass</li></ul>

### PERSONAL SKILLS

Skills which are most relevant to effective job performance.

- ability to follow instructions and carry out duties without constant supervision.
- ability to relate well to young people
- a patient and calm manner
- a firm but fair approach in matters of discipline
- a team player
- knowledge of basic first aid and willingness to deal with minor accidents
- a willingness to undertake a basic first aid training course
- an understanding that there is a legal duty of confidentiality within this role
- Ability to communicate effectively with staff and students and stakeholders in person
- Ability to deal with difficult situations.
- Commitment to safeguarding students, staff and site users
- Professional conduct and confidentiality
- Common sense and pragmatism

### OTHER QUALITIES

(Only where relevant to effective job performance) e.g. physical, operational requirements or circumstances.

- Good punctuality and timekeeping
- Enjoys working with young people
- Good team worker
- Well presented & smartly dressed
- Always seeking to improve processes
- Enthusiastic, energetic and proactive
- Flexibility and a willingness to support across the Trust
- Commitment and dedication
- A willingness to take on any training required
- Enjoys responsibility