



The Coleshill School: An 11-19 Enterprise and Business Academy

Person Specification – Midday Supervisor



	Essential Criteria	Desirable Criteria	Method of Assessment	
Qualifications / Vocational Training / Competences	None required		Application Form	<input type="checkbox"/>
Experience	Experience of supervising children as a parent or carer	Experience of working with groups of children on a voluntary or paid basis	Application Form and Interview	<input type="checkbox"/>
Knowledge and Understanding	Understand and work to procedures Follow straightforward instructions Understanding of student safety Understanding of managing the behaviour of groups of children	Knowledge and understanding of child development and social interaction	Interview	<input type="checkbox"/>
Job Related Skills	Be able to work as part of a team and individually Encourage high standards of student behaviour at all times Inspire trust and confidence in students Relate to students on their level		Interview and References	<input type="checkbox"/>
Personal Skills and Qualities	Well-organised Calm under pressure Able to communicate well with staff and students Excellent timekeeping Good team member Reliable, calm and patient Empathetic Hardworking, conscientious and honest Reliability Flexibility		References	<input type="checkbox"/>