



**THE GREEN SCHOOL
TRUST**

PERSON SPECIFICATION	
JOB TITLE: Midday Supervisor	
DEPARTMENT/SECTION: School: Main: The Green School for Boys Subsidiary: The Green School for Girls	
DATE: August 2020	
CATEGORY	ESSENTIAL JOB REQUIREMENTS
<u>EQUAL OPPORTUNITY</u> 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.
<u>JOB RELATED KNOWLEDGE/APTITUDE/SKILLS</u> Specific job knowledge <u>necessary</u> for the effective performance of the post.	<ul style="list-style-type: none">● Communication skills● Able to work on own initiative.● Ability to multi-task and work under pressure● First Aid
<u>EXPERIENCE</u> 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">● Experience of working in an educational setting desirable
<u>EDUCATION & QUALIFICATIONS</u> Level of qualifications (if any) is <u>necessary</u> for the effective performance of the duties.	<ul style="list-style-type: none">● English and Maths level 2 pass

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