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|  | **PERSON SPECIFICATION**  **POST** **Duty Supervisor**  **GRADE Scale 2, SCP 13** |

**NOTE TO CANDIDATE:**

* The **Essential Criteria** are the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.
* The **Desirable Criteria** are used to help decide between candidates who meet **ALL** the Essential Criteria.
* The **How Identified** column shows how the Council will obtain the necessary information about you.
* If the **How Identified** column says the Application Form next to an Essential Criteria or a Desirable Criteria, you **MUST** include in your application

enough information to show how you meet this criteria. You should include examples from your paid or voluntary work.

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|  | **ESSENTIAL**  **CRITERIA** | **HOW**  **IDENTIFIED** | **DESIRABLE**  **CRITERIA** | **HOW**  **IDENTIFIED** |
| **Qualifications**  **and Training** |  |  | * Safeguarding Level 1. * Moving & Handling Training. * First Aid Training. | Application form and Interview |
| Knowledge and Experience | * Ability to relate to children and adults. * Ability to build effective working relationships with all pupils and colleagues. * Ability to offer a firm but friendly approach and be self-confident in dealing with people. | Application form and Interview | * Experience of working in an educational setting. * Experience of working with children (either on a paid or volunteer basis). | Application Form and Interview |

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|  | **ESSENTIAL**  **CRITERIA** | **HOW**  **IDENTIFIED** | **DESIRABLE**  **CRITERIA** | **HOW**  **IDENTIFIED** |
| **Skills and Abilities** | * Ability to work independently. * Can demonstrate a high level of efficiency. * Good time management skills. * Ability to follow instructions and work under the direction of others. * Ability to use discretion and ensure confidentiality when required. * Ability to give clear instructions. * Ability to recognise and prioritise urgent requirements. * Ability to anticipate contentious issues and to act accordingly. * Ability to promote calm and reassuring behaviour from the pupils. * Demonstrate experience of dealing with sensitive and emotional situations. * Ability to use initiative. | Application form and Interview |  |  |
| **Special Working**  **Conditions** | * Will be required to wear business dress / professional attire. * Will be required to attend occasional training outside of working hours. |  |  |  |