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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.
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