



## PERSON SPECIFICATION

|                   |                          |
|-------------------|--------------------------|
| <b>JOB TITLE</b>  | <b>Midday Supervisor</b> |
| <b>DEPARTMENT</b> | <b>Whole School</b>      |

| CRITERIA                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | ESSENTIAL                            | DESIRABLE | EVIDENCED IN:                                                        |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|-----------|----------------------------------------------------------------------|
| <b>QUALIFICATIONS:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                      |           |                                                                      |
| <ul style="list-style-type: none"> <li>GCSE or equivalent, including English and Mathematics.</li> <li>1<sup>st</sup> Aid Paediatric qualification.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | ✓                                    | ✓         | A<br>A                                                               |
| <b>EXPERIENCE:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                      |           |                                                                      |
| <ul style="list-style-type: none"> <li>Prior experience in working with children.</li> <li>Experience of working within an educational establishment.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | ✓                                    | ✓         | A   R   I<br>A   R   I                                               |
| <b>PERSONAL QUALITIES:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                      |           |                                                                      |
| <ul style="list-style-type: none"> <li>Tact, discretion and diplomacy to work with confidential information and build relationships.</li> <li>Proactive approach to work; being responsive, empathetic and supportive to all within the school.</li> <li>Hard working and enthusiastic, presenting a professional manner at all times.</li> <li>Self-motivated with a can-do approach.</li> <li>Resilience, flexibility, confidence and commitment to produce an efficient and high-quality service.</li> <li>Commitment to your own CPD.</li> <li>Patience, able to use initiative and enjoy attention to detail.</li> <li>A sense of humour.</li> </ul> | ✓<br>✓<br>✓<br>✓<br>✓<br>✓<br>✓<br>✓ |           | A   I<br>A   I<br>A   I<br>A   I<br>A   I<br>A   I<br>A   I<br>A   I |
| <b>KNOWLEDGE, SKILLS &amp; APTITUDES:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                      |           |                                                                      |
| <ul style="list-style-type: none"> <li>Ability to work independently and as a member of a team, actively promoting teamwork.</li> <li>Excellent communication skills.</li> <li>Excellent interpersonal skills.</li> <li>Ability to respond positively to and actively support the HR Administrator and Senior Staff.</li> </ul>                                                                                                                                                                                                                                                                                                                           | ✓<br>✓<br>✓<br>✓                     |           | A   R   I<br>A   R   I<br>A   R   I<br>A   R   I                     |

AVON HOUSE PREPARATORY SCHOOL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN.

ALL APPOINTMENTS ARE SUBJECT TO AN ENHANCED DBS CHECK AND CHECKS WITH PREVIOUS EMPLOYERS.

June 2022