

CHANTRY ACADEMY

PERSON SPECIFICATION – MIDDAY SUPERVISOR

Criteria	Essential to basic performance of job	Required for fully competent performance of job
Knowledge:		
Technical or specialist		<ul style="list-style-type: none"> • Basic knowledge of first aid
Literacy and numeracy	<ul style="list-style-type: none"> • Ability to follow written guidance and procedures 	
Organisational		<ul style="list-style-type: none"> • Knowledge of appropriate school policies and procedures
Mental Skills:		
Problem solving	<ul style="list-style-type: none"> • Ability to identify and resolve straight forward problems, e.g. a minor disagreement between pupils • Ability to refer more complex problems to appropriate member of staff 	
Interpersonal & Communications Skills:		
Caring skills	<ul style="list-style-type: none"> • Ability to empathise with pupils, in order to maintain appropriate behaviour during school breaks • Sensitivity to pupils' individual needs when providing personal care or administering first aid. 	
Advising / guiding skills	<ul style="list-style-type: none"> • Ability to provide straightforward advice to pupils 	
Negotiating, influencing or conciliating skills	<ul style="list-style-type: none"> • May be required to conciliate between pupils that have a disagreement 	
Verbal and written communications skills (including use of languages)	<ul style="list-style-type: none"> • May be required to record incidents in an appropriate school record 	

Criteria	Essential to basic performance of job	Required for fully competent performance of job
Physical skills:		
Other manual skills	<ul style="list-style-type: none"> • Ability to cut food for disabled or younger pupils. • Ability to set up and clear away tables/chairs and assist with cleaning of dining area. 	
Other attributes:		
Level of autonomy	<ul style="list-style-type: none"> • Works within guidelines and procedures 	

EVALUATION NOTES

KNOWLEDGE

- Knowledge of relevant school procedures
- Basic knowledge of first aid

MENTAL SKILLS

- Post holder will deal with straightforward problems, e.g. simple disputes between pupils, assessing whether to refer issues to another member of staff

INTERPERSONNEL AND COMMUNICATION SKILLS

- Post holders need to be able to communicate appropriately with pupils, according to their age
- Post holders need to communicate with other members of staff, e.g. to report incidents that occurred during the school break

PHYSICAL SKILLS

- No particular requirement for developed physical skills

INITIATIVE AND INDEPENDENCE

- Work is covered by clear guidelines and procedures
- Problems will be referred to line manager or another appropriate member of staff

PHYSICAL DEMANDS

- Post holders spend the majority of their time standing and walking

MENTAL DEMANDS

- Post holders must be aware of pupil behaviour in general throughout the course of their work

EMOTIONAL DEMANDS

- The work may be emotionally demanding on occasion, e.g. if two pupils have a dispute that escalates into a fight

RESPONSIBILITY FOR PEOPLE

- Responsible for ensuring appropriate pupil behaviour during breaks

RESPONSIBILITY FOR SUPERVISION (EMPLOYEES)

- None

RESPONSIBILITY FOR FINANCIAL RESOURCES

- None

RESPONSIBILITY FOR PHYSICAL RESOURCES

- None

WORKING CONDITIONS

- Works in all weathers, although pupils may be indoors during bad weather
- May occasionally experience verbal abuse from pupils