

**BELPER SCHOOL AND SIXTH FORM CENTRE**

**PERSON SPECIFICATION – MID-DAY SUPERVISORY ASSISTANT**

	<b>ESSENTIAL DESIRABLE</b>	<b>EVIDENCE</b>
<p><b>KNOWLEDGE AND SKILLS</b></p> <ul style="list-style-type: none"> <li>▪ Experience of working in a school environment.</li> <li>▪ Ability to communicate effectively.</li> <li>▪ Understanding of issues of confidentiality.</li> <li>▪ Awareness of policies and procedures relating to health and safety, equal opportunities, data protection and other relevant to duties performed.</li> </ul>	<p>D E E D</p>	<p>A/R A/I I/R A/I/R</p>
<p><b>PERSONAL QUALITIES</b></p> <ul style="list-style-type: none"> <li>▪ Ability to remain calm in all situations.</li> <li>▪ Integrity, showing trustworthiness.</li> <li>▪ Patient, tactful and approachable.</li> <li>▪ Ability to relate to students aged 11 to 18.</li> <li>▪ Ability to work co-operatively and flexibly as part of a team.</li> <li>▪ Takes care and pride in all tasks given.</li> <li>▪ Fosters good relationships.</li> <li>▪ Sense of humour.</li> <li>▪ A commitment to the school's equal opportunities policy.</li> <li>▪ A commitment to the safeguarding and welfare of children.</li> </ul>	<p>E E E E E E E D E E</p>	<p>R/I R/I R/I R/I R/I R/I R/I R/I R/I R/I</p>
<p><b>QUALIFICATIONS</b></p> <ul style="list-style-type: none"> <li>▪ Grade C or above in GCSE Maths or equivalent.</li> <li>▪ Grade C or above in GCSE English or equivalent.</li> </ul>	<p>D D</p>	<p>A A</p>

Code: A - Application    R - Reference    I - Interview