

# Astley School Stay and Play Supervisor



## Person Specification

	<b>Essential</b> <i>These are qualities without which the applicant could not be appointed</i>	<b>Desirable</b> <i>Used to choose between applicants who meet the essential criteria</i>	<b>Method of Assessment</b>
<b>Qualifications</b>	Good standard of education	Qualified first aider Food Hygiene trained	Application form Certificates
<b>Experience</b>	Significant experience of working with primary aged children in a community setting	Recognised qualification: NVQ level 3 or equivalent qualification  Experience of supervising children in a school setting  Experience of managing a team	Application form and references
<b>Skills and Knowledge</b>	Skilled in developing a range of positive play experiences for children including sporting, craft, academic and cooking.  Understanding of safeguarding, health and safety, food hygiene and security issues within a school setting  Strong communication and interpersonal skills – able to interact courteously and positively with all stakeholders.  Able to demonstrate good organisational and time management skills  Able to use ICT effectively including work email, online calendar and a search engine.	Attendance at relevant training course  Knowledge of relevant legislation and policies  Strong ICT skills including Word, PowerPoint and Excel.	Application form, interview and references
<b>Personal competencies and qualities</b>	Able to gain the respect of and manage groups of children ensuring good discipline, safety, motivation including acting on unsafe or unwanted behaviour  Able to promote the Christian ethos and values of the school  Able to maintain confidentiality  Able to remain calm under pressure, using humour and own initiative to good effect  Flexible, resilient, creative, approachable and positive  Willing to undertake appropriate training  Able to promote the school when talking to visitors and in the community  Good attendance record	Ability to self-evaluate own learning needs be pro-active in seeking learning opportunities	Application form, interview and references
<b>Special conditions</b>	An enhanced DBS check is required  Attendance at relevant school training days as advised  Willingness to attend to personal care of pupils as required		Interview