



Out of Hours Club

Person Specification

Supervisor (Level 2) –

Essential Criteria	Measured by
Experience: <ul style="list-style-type: none"> • 3 years experience of supervising students. • 3 years experience of supervising staff. • 3 years experience of organisational administration. 	I
Qualifications / Training: <ul style="list-style-type: none"> • Full First Aid Certificate • Lifting and Handling Training • NVQ Level 2 or equivalent or experience in relative discipline. 	AF/I
Knowledge/Skills: <ul style="list-style-type: none"> • Good communication skills. • Ability to organise, lead and motivate other staff. • Good ICT skills. • Very good Numeracy and literacy skills. • Ability to work well with children and adults. • Good organising and prioritising skills. • Methodical and good attention to detail. • Demonstrates the understanding and ability to maintain a safe and hygienic working environment. • Maintenance of a professional, clean and hygienic appearance. 	
Behavioural Attributes: <ul style="list-style-type: none"> • Customer focused. • Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect. • Open, honest and an active listener. • Takes responsibility and accountability. • Committed to the needs of the students, parents and other stakeholders and challenge barriers and blocks to providing an effective service. • Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations. • Is committed to the provision and improvement of quality service provision. • Is adaptable to change/embraces and welcomes change. • Acts with pace and urgency being energetic, enthusiastic and decisive. • Communicates effectively. 	AF/I

<ul style="list-style-type: none"> • Has the ability to learn from experiences and challenges. • Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills. 	
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AF = Assessed at Application Form

I = Assessed at Interview
through Test

T = Assessed

Note 1:

In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:

- ***Motivation to work with children and young people.***
- ***Ability to form and maintain appropriate relationships and personal boundaries with children and young people.***
- ***Emotional resilience in working with challenging behaviours and***
- ***Attitudes to use of authority and maintaining discipline.***