



**PERSON SPECIFICATION**  
**Post Title: MIDDAY SUPERVISOR**  
**Grade: 2**



Attributes	Essential	Desirable
<b>Education and Qualifications</b>	<ul style="list-style-type: none"> <li>▪ No formal qualifications required but must be able to read and write.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Current First Aid qualification.</li> </ul>
<b>Experience</b>	<p>The Midday Supervisor should have experience of:</p> <ul style="list-style-type: none"> <li>▪ Supervising children as a parent, carer, or in a voluntary basis.</li> </ul>	<p>In addition, the Midday Supervisor might have experience of:</p> <ul style="list-style-type: none"> <li>▪ Working with groups of children on a paid basis.</li> </ul>
<b>Knowledge/Skills</b>	<ul style="list-style-type: none"> <li>▪ The Midday Supervisor should have knowledge and understanding of managed the behaviour of groups of children.</li> </ul>	<p>In addition, the Midday Supervisor might also have knowledge and understanding of:</p> <ul style="list-style-type: none"> <li>▪ Child development and social interaction;</li> <li>▪ The value of constructive play opportunities.</li> </ul>
<b>Skills</b>	<p>The Midday Supervisor will be able to:</p> <ul style="list-style-type: none"> <li>▪ Work as part of a group and individually;</li> <li>▪ Inspire trust and confidence in children;</li> <li>▪ Encourage high standards of pupil behaviour at all times;</li> <li>▪ Liaise with parents in a professional manner; observe the boundaries of the role, and respect confidential information;</li> <li>▪ Initiate games and activities and appropriate to the age of the children;</li> <li>▪ Relate to children on their level;</li> <li>▪ Remain calm in a crisis</li> </ul>	<p>In addition, the Midday Supervisor might also be able to:</p> <ul style="list-style-type: none"> <li>▪ Communicate effectively (both orally and in writing) to an appropriate standard;</li> <li>▪ Recognise behaviour giving cause for concern and inform teaching staff;</li> <li>▪ Teach play activities to other Midday Supervisors;</li> <li>▪ Examine systems critically and suggest ways of improving efficiency.</li> </ul>
<b>Personal characteristics</b>	<ul style="list-style-type: none"> <li>▪ Calm under pressure</li> <li>▪ Empathetic</li> <li>▪ Well organised</li> <li>▪ Able to communicate well with staff and children</li> <li>▪ Creative</li> <li>▪ Resourceful</li> </ul>	



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	<ul style="list-style-type: none"><li>▪ Tolerant</li><li>▪ Good timekeeping</li><li>▪ Be hardworking and reliable</li><li>▪ Be a team player, able to work collaboratively</li></ul>	
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**The Community Inclusive Trust is committed safeguarding the welfare of children and young people and expects all staff and volunteers to share this commitment.**