

**CHARTERS SCHOOL  
PERSON SPECIFICATION  
Associate Staff – Midday Supervisor**

|                                           | <b>ESSENTIAL</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <b>DESIRABLE</b>                                                | <b>EVIDENCE FROM</b>                         |
|-------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|----------------------------------------------|
| <b>Knowledge and qualifications</b>       | <ul style="list-style-type: none"> <li>• Good standard of education</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Basic first aid knowledge                                       | Application form                             |
| <b>Experience</b>                         | <ul style="list-style-type: none"> <li>• Working as part of a team and on own initiative</li> <li>• Responding to queries and simple problem solving</li> <li>• Practical experience of working with students in a supervisory setting</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Specialist knowledge in child behaviour/special needs eg autism | Application form/<br>interview/<br>reference |
| <b>Quality of Relationships</b>           | <ul style="list-style-type: none"> <li>• An ability to work with members of a team</li> <li>• Able to relate to students and teachers in a calm and sympathetic manner</li> <li>• Ability to display fairness and respect for students and colleagues</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                 | Interview/<br>application form               |
| <b>Personal Style and Characteristics</b> | <ul style="list-style-type: none"> <li>• Mature and professional manner</li> <li>• Conscientious with commitment to providing a high quality of service</li> <li>• Good timekeeping, attendance and flexibility</li> <li>• Open minded, friendly and proactive</li> <li>• Calm and caring, including when under pressure</li> <li>• Self-motivated</li> <li>• Ability to meet deadlines</li> <li>• Sense of humour</li> </ul>                                                                                                                                                                                                                                                                             |                                                                 | Interview/reference                          |
| <b>Skills and Aptitude</b>                | <ul style="list-style-type: none"> <li>• Ability to demonstrate a methodical, organised and flexible approach to work</li> <li>• Effective listening, verbal and written communication skills</li> <li>• Excellent interpersonal skills, with the ability to communicate effectively with a diverse range of people, establishing and maintaining effective working relationships</li> <li>• Well organised</li> <li>• Ability and willingness to learn quickly</li> <li>• Ability to maintain a high level of confidentiality and discretion at all times</li> <li>• Able to spend duty period on feet</li> <li>• Able to manage student behaviour in accordance with school behaviour policy</li> </ul> |                                                                 | Interview                                    |

Charters School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and comply with the requirements of Keeping Children Safe in Education (KCSIE) and the school's safeguarding policies. This post is exempt from the Rehabilitation of Offenders Act 1974 and is subject to safer recruitment procedures, including satisfactory references, an enhanced Disclosure and Barring Service (DBS) check, and other relevant pre-employment checks. Charters School is an Equal Opportunities Employer.