

**WALBOTTLE CAMPUS
PERSON SPECIFICATION**

Post : Supervisory Assistant Grade C

Factor	Essential	Desirable	Means of Assessment
1. SKILLS, KNOWLEDGE AND APPITUDES	<ul style="list-style-type: none"> ➤ Good people skills ➤ Effective communicator ➤ Good time management 	<ul style="list-style-type: none"> ➤ Ability to manage pupils effectively during required hours ➤ Awareness of Child Protection 	<ul style="list-style-type: none"> ➤ Letter of Application ➤ Application Form ➤ Interview ➤ Reference
2. QUALIFICATIONS AND TRAINING	<ul style="list-style-type: none"> ➤ Awareness of Health & Safety issues 	<ul style="list-style-type: none"> ➤ Educated to NVQ Level 1 ➤ Willingness to train to NVQ Level 2 ➤ Attended manual handling course ➤ Level 2 English/Maths 	<ul style="list-style-type: none"> ➤ Letter of Application ➤ Application Form
3. EXPERIENCE	<ul style="list-style-type: none"> ➤ Work within a service environment 	<ul style="list-style-type: none"> ➤ Work in schools ➤ Working with children/young people 	<ul style="list-style-type: none"> ➤ Letter of Application ➤ Application Form
4. DISPOSITION	<ul style="list-style-type: none"> ➤ Ability to work as part of a team ➤ Good attendance record ➤ Calm and patient 		<ul style="list-style-type: none"> ➤ Application Form ➤ References ➤ Interview
5. SPECIAL REQUIREMENTS	<ul style="list-style-type: none"> ➤ Enhanced DBS will be taken 		<ul style="list-style-type: none"> ➤ Letter of Application