

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 	<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 	<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 	<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 		<ul style="list-style-type: none"> • Application Form • References • Interview
5. SPECIAL REQUIREMENTS		<ul style="list-style-type: none"> ➤ Flexibility to cover at Chapel House or Walbottle Campus main site 	<ul style="list-style-type: none"> • Letter of Application