

## Dudley House School

### Person Specification – Afterschool and Friday Club Supervisor

Attributes	Essential	Desirable
Education & Qualifications	<ul style="list-style-type: none"> <li>• Level 3 childcare or teaching &amp; learning qualification</li> <li>• GCSE or equivalent in Maths &amp; English</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant courses e.g. child care, paediatric first aid, food hygiene, etc.</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Working with children in an education setting.</li> </ul>	<ul style="list-style-type: none"> <li>• Working with / supervising children in a primary school.</li> </ul>
Knowledge & Understanding	<ul style="list-style-type: none"> <li>• Understanding of child development and learning.</li> <li>• Safeguarding and Child Protection</li> <li>• Health &amp; Safety and Food Hygiene</li> </ul>	
Skills	<p>The Supervisor will be able to:</p> <ul style="list-style-type: none"> <li>• create an inspirational &amp; stimulating environment;</li> <li>• organise engaging games and activities appropriate to the age of the children;</li> <li>• communicate effectively;</li> <li>• encourage high standards of pupil behaviour at all times;</li> <li>• follow school procedures;</li> <li>• use own initiative;</li> <li>• maintain confidential information;</li> <li>• undertake appropriate training as required.</li> </ul>	
Personal Characteristics	<ul style="list-style-type: none"> <li>• Kind and caring</li> <li>• Patient</li> <li>• Positive &amp; enthusiastic</li> <li>• Organised</li> <li>• Reliable</li> <li>• Flexible</li> <li>• Self-motivated</li> <li>• Good sense of humour</li> <li>• Calm under pressure</li> </ul>	<ul style="list-style-type: none"> <li>• Creative</li> <li>• Resourceful</li> </ul>
Additional requirements	<ul style="list-style-type: none"> <li>• Commitment to a Church School ethos</li> <li>• Committed to safeguarding children</li> </ul>	