



**Person Specification**  
**Supervisory Assistant**

<b>Specification</b>				<b>Essential/ Desirable</b>	<b>Method of Assessment</b>
<b>EDUCATION &amp; TRAINING</b>					
• Good basic literacy and numeracy skills				Essential	AF/LA/C/SP
• Evidence of recent relevant training and/or qualifications				Desirable	AF/LA/C/SP
<b>RELEVANT EXPERIENCE</b>					
• Experience of working within an educational environment				Desirable	AF/LA/R/SP
<b>APTITUDE AND SKILLS</b>					
• Good communication skills with staff and students				Essential	AF/LA/R/SP
• Ability to follow instructions				Essential	AF/LA/R/SP
• Willingness to participate in development and training opportunities				Essential	AF/LA/R/SP
• Ability to use own initiative to identify and prioritise tasks				Essential	AF/LA/R/SP
• Ability to work alone and/or as part of a team				Essential	AF/LA/R/SP
• Knowledge of First Aid				Desirable	AF/LA/R/SP
• Knowledge of Health and Safety regulations				Desirable	AF/LA/R/SP
• Knowledge of Health and Hygiene regulations				Desirable	AF/LA/R/SP
<b>PERSONAL QUALITIES</b>					
• Approachable and courteous manner				Essential	AF/LA/R/SP
• Flexible approach to work				Essential	AF/LA/R/SP
• Team worker				Essential	AF/LA/R/SP
• Sensitive towards the needs of clients and colleagues				Essential	AF/LA/R/SP
• Ability to work under pressure				Essential	AF/LA/R/SP
• Ability to prioritise tasks accordingly				Essential	AF/LA/R/SP
• Good health and attendance record				Essential	AF/LA/R/SP
• Honest and reliable				Essential	AF/LA/R/SP
<b>Key</b>	<b>AF</b>	<b>LA</b>	<b>C</b>	<b>R</b>	<b>SP</b>
	Application Form	Letter of Application	Certificates	References	Selection Process

