

Person Specification

Role	Midday Supervisor	Last Reviewed	May 2026
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Importance of a Person Specification

When shortlisting, the below criteria will be assessed as either *Essential (E)* or *Desirable (D)*.

These criteria are reviewed throughout the selection process and will be considered if there is evidence in your *Application Form (AF)*, your *Supporting Statement (SS)* or if we further our criteria seeking at the *interview stage (I)*. Your application form therefore needs to identify and provide some examples of how and why you feel you can demonstrate some or all of the criteria below.

JE	Criteria	Essential /Desirable	How Assessed
	Personal Qualities		
A1/II2	Ability to take own initiative and prioritise own workload with little or no supervision	E	AF/SS
IC1/IC2	Good interpersonal skills with the ability to communicate in written and verbal forms to a variety of audiences	E	AF/SS
	Patient, calm under pressure, approachable, reliable and good role model	D	I
	Knowledge & Skills		
	Understanding of child welfare, safeguarding, and basic health and safety	D	AF
K2	Basic literacy and numeracy skills required	D	AF/SS
S	Ability to work as part of a team and individually	E	AF
K1	Ability to follow straight forward instructions	E	SS/I
	Experience		
S	Experience working within school environment	E	I/AF/SS
	Qualifications		
S	5 A*-C Grades GCSE including English and Math's	E	AF
	Service		
	A commitment to working for the benefit of others	E	SS / I
	A commitment to working within the expectation outlined in the Catholic purpose of all job descriptions	E	SS / I