

## MORAY COUNCIL

### JOB DESCRIPTION

<b>(1) JOB IDENTITY</b>			
<b>POST TITLE:</b>	Children's Supervisor	<b>DEPARTMENT:</b>	Education, Communities & Organisational Development
<b>SECTION:</b>	Non-teaching	<b>LOCATION:</b>	
<b>REPORT TO:</b>	Head Teacher		
<b>GRADE:</b>	2	<b>POST NO:</b>	MOR0

<b>(2) JOB PURPOSE AND WAY OF WORKING</b>	
Specifically to provide supervision of children on the school premises, including the playground, during break periods and additionally to provide auxiliary support.	

<b>(3) MAJOR TASKS</b>	
3.1	Supervision of pupils on the school premises during the mid-morning and lunchtime breaks.
3.2	Such other duties as determined by the Head Teacher

<b>(4) REPORTING RELATIONSHIPS</b>		This job is indicated by *
Head Teacher		
*Children's Supervisor		

#### *SIGNATURES AND ADMINISTRATION ONLY*

<i>Author's Signature:</i>	<i>Validator's Signature:</i>	<i>Date:</i>
<i>Postholder's Name:</i>	<i>Signature:</i>	<i>Date:</i>
<i>Supervisor's Name:</i>	<i>Signature:</i>	<i>Date:</i>

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## PERSON SPECIFICATION

**Post:** Children's Supervisor  
**Department:** Education, Communities & Organisational Development  
**Date Specification Completed:** 27 March 2001  
**Prepared By:**

**Note:** Any disabled applicant who meets the essential criteria for the post is guaranteed an interview.

<b>ATTRIBUTES</b>	<b>ESSENTIAL</b> <i>The minimum acceptable levels for safe and effective job performance</i>	<b>DESIRABLE</b> <i>The attributes of the ideal candidate</i>
<b>(1) Experience</b>	Previous experience/working with children of Primary School age. Experience in communicating with children and other adults. Experience of keeping order, discipline. Experience of keeping calm in a crisis.	Experience of administering First Aid
<b>(2) Education &amp; qualifications</b>		Qualifications in First Aid.
<b>(3) Skills/abilities (general)</b>		
<b>(4) Skills/abilities specific to post</b>	Enjoy working with children. Good communication skills. Pleasant Manner (Warm but firm). Ability to use initiative in day to day tasks. Flexible and adaptable.	
<b>(5) Inter-personal and social skills</b>		
<b>(6) Working environment &amp; physical demands</b>		

\* Candidates will be required to show these documents if invited for interview.

<b>Satisfactory Disclosure Scotland check required?</b>	NO
<b>Membership of Protecting Vulnerable Groups Scheme (Working with Children)</b>	YES
<b>Membership of Protecting Vulnerable Groups Scheme (Working with Vulnerable Adults)</b>	NO
<b>Satisfactory pre-employment medical screening required?</b>	NO