

POST REF _____

POST TITLE _Supervisory Assistant_____

HOURS PER WEEK_____

	ESSENTIAL	DESIRABLE	HOW MEASURED
EXPERIENCE		Experience of working with children.	Application Form and Interview
EDUCATION, TRAINING AND QUALIFICATIONS	Basic awareness of first aid.		Application Form and Interview
SKILLS AND KNOWLEDGE	Basic cleaning skills. Ability to supervise children. Ability to settle minor problems between children.		Interview

	ESSENTIAL	DESIRABLE	HOW MEASURED
PERSONAL QUALITIES			
WORKING ARRANGEMENTS			

THE POST IS SUBJECT TO:

DISCLOSURE OF CONVICTIONS UNDER THE REHABILITATION OF OFFENDERS (EXEMPTION) ACT 1975. YES

THE LEVEL OF DISCLOSURE FOR THIS POST IS:

- BASIC DISCLOSURE - convictions not spent
- STANDARD DISCLOSURE - for posts with children, young people, elderly, sick or disabled, administration of the law
- ENHANCED DISCLOSURE - standard disclosure plus regular care, training, supervising young people**

IS THE POST POLITICALLY RESTRICTED? YES NO

Completed by _____ Signature _____ Date _____