Person Specification

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| **Post:** Lunchtime Organiser - Grade 1 |
|  | Essential | Desirable | Method of Assessment |
| Experience |
| To demonstrate an interest and involvement in working with children and young people |  |  | A, I |
| The ability to understand as well as supervise children and young people |  |  | A, I |
| Ability to understand simple instructions. |  |  | A, I |
| Ability to respond to every day situations |  |  | A, I |
| Ability to communicate with others |  |  | A, I |
| Skills and Attributes |
| Tact and diplomacy in all interpersonal relationships  |  |  | A, I |
| Personal commitment to excellence in service delivery |  |  | A, I |
| Desire to pursue own personal development and to undertake training as required. |  |  | A, I |
| Self-motivation and personal drive to complete tasks to required time scales and quality standards |  |  | A, I |
| Discretion in dealing with confidential and sensitive issues |  |  | A, I |
| Willingness to work flexibly and to undertake any other duties which contribute to the delivery of City Council services |  |  | A, I |
| Willingness to carry out duties with regard to the City Council’s Equal Opportunities Policy |  |  | I |
| Be willing to consent to and apply for an enhanced disclosure check to the DBS (Disclosure and Barring Service) including an online social media check |  |  | I |

For your information:

A – Application

I – Interview

T – Task/observation

Category (E) – ESSENTIAL – without which the candidate would be unable to carry out the duties of the pose

Category (D) – DESIRABLE – features which would normally enable the successful candidate to perform the duties and tasks better and more efficiently that one who did not have the qualifications, training, experience, etc