

# Person Specification



**Solihull**  
METROPOLITAN  
BOROUGH COUNCIL

This school has a responsibility for, and is committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults, and requires all staff and volunteers to share this commitment.

<b>Post Title</b>	Lunchtime Supervisor	<b>Post No</b>	
<b>School</b>	Shirley Heath Junior School		
<b>Salary Band/Range</b>	Band A		
<b>Responsible to:</b>	Headteacher		

	<b>Essential Criteria</b>	<b>Desirable Criteria</b>	<b>Measured By</b>
<b>Education &amp; Qualifications</b>	No formal qualifications required	GCSEs or equivalent	Application form and certificates

<b>Skills &amp; Abilities</b>	Good timekeeping and interpersonal skills		Interview and references
	Problem solving skills: Ability to identify and resolve straight forward problems, e.g. a minor disagreement between pupils, and know when to escalate to an appropriate member of staff		Interview
	Team player		Interview
	Ability to empathise with pupils, in order to maintain appropriate behaviour during school breaks  Sensitivity to pupils' individual needs when providing personal care or administering first aid.		Interview

<b>Experience &amp; Knowledge</b>	Worked with children or management of own children	Basic knowledge of first aid	Application form, interview
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<b>Core Qualities</b>	Personal Effectiveness: makes things happen; operates with resilience, flexibility and integrity.		Interview
	Communication: shares and listens to information, opinions and ideas, using a range of effective approaches.		
	Self Awareness: learns continuously and effectively adapts behaviour in response to feedback.		
	Service Delivery: understands customer needs and responds appropriately and demonstrates continuous improvement.		

<b>Other Requirements</b>	Manual requirements: Ability to cut food for disabled or younger pupils. Ability to set up and clear away tables/chairs and assist with cleaning of dining area.		Interview
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<b>Compiled/Reviewed by</b>	Matthew Taylor
<b>Date</b>	September 2024