

BURMAN INFANT SCHOOL



Person Specification

This school has a responsibility for, and is committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults, and expects all staff and volunteers to share this commitment. All positions in this school will be subject to DBS checks.

Post Title	Lunchtime Supervisor	Post No	LTS
Division	Burman Infant School		
Salary Band/Range	Band A		
Responsible to:	Headteacher / Office Manager		

	Essential Criteria	Desirable Criteria	Measured By
Education & Qualifications	No Formal qualifications required	GCSE's or equivalent	Application Form Certificates
Skills & Abilities	Good timekeeping and interpersonal skills Problem solving skills: ability to identify and resolve straight forward problems e.g. a minor disagreement between children and know when to escalate to an appropriate member of staff Ability to work effectively, independently and as part of a team Friendly and approachable Flexibility in approach and is adaptable to change Ability to build the self-esteem and independence of a child Sensitivity to children's individual needs when providing personal care i.e. First Aid Effective all-round communicator (interpersonal skills) with good skills in spoken and written English Able to encourage high standards of behaviour, following school policy		Application Form References Interview

Experience & Knowledge	<p>Worked with children or management of own children</p> <p>Basic knowledge of First Aid</p>	<p>Basic First Aid Certificate</p>	<p>Application Form</p> <p>Interview</p>
Core Qualities	<p>Committed, enthusiastic, highly motivated and enjoys working as part of a team</p> <p>Respects and values all children</p> <p>Operates with resilience, flexibility and integrity</p> <p>Able to establish and maintain positive relationships</p> <p>Learns continuously and effectively adapts behaviour in response to feedback</p> <p>Commitment to equal opportunities for all</p> <p>Commitment to safeguarding and promoting the welfare of all children</p>		<p>Application Form</p> <p>Interview</p>
Personal Qualities	<p>An understanding of and commitment to, the wellbeing of our Staff and Children, caring about individual needs</p> <p>Belief in our culture, ethos and values at Burman Infant School</p> <p>High self-expectations and that of colleagues and children in all areas of school life</p> <p>Is tactful and courteous</p> <p>An open, willing and flexible approach</p> <p>Acts with true integrity and honesty</p> <p>Is kind, friendly and has a good sense of humour</p>		<p>Application Form</p> <p>Interview</p>

Other Requirements	<p>Manual requirements: Ability to cut food for younger children or those with additional needs</p> <p>Ability to set up and clear away tables / chairs and assist with cleaning of the dining area</p> <p>Willingness to undertake CPD and professional development opportunities to support the role</p>		<p>Application Form</p> <p>Interview</p>
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Compiled/Reviewed by:	Miss E Saxty (HT)	Date:	April 2024
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