

# Person Specification



We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment. This post is subject to an enhanced DBS disclosure, barred list check, eligibility to work in the UK check, proof of identity, childcare disqualification check, qualifications check, online check and living/working overseas check.

<b>Post Title</b>	Lunchtime Supervisor	<b>Post No</b>	
<b>School</b>	Sharmans Cross Junior School		
<b>Salary Band/Range</b>	Band A- £22,366 – £22,737 per annum pro-rata Hours worked are 11:45am to 13:15pm, Monday to Friday inclusive, term time only. Per Annum Pro-Rata		
<b>Responsible to:</b>	Head teacher/ Assistant Head Teacher		

	<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		Application form/ Interview
	Team player – able to work as a team effectively, support others and communicate effectively.		Application form/ Interview

	Ability to empathise with pupils, in order to maintain appropriate behaviour.		Application form/ Interview
	Sensitivity to pupils' individual needs when providing care or administering first aid.		Application form/ Interview

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

<b>Other Requirements</b>	Manual requirements: <ul style="list-style-type: none"> <li>Ability to cut food for disabled or younger pupils.</li> <li>Ability to set up and clear away tables/chairs and assist with cleaning of dining area.</li> </ul>	An understanding of the safeguarding of children	Interview
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<b>Compiled/Reviewed by</b>	Trudi Boon
<b>Date</b>	October 2024