

Person Specification



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| Job Title: | Lunchtime Supervisor | Job Number: | 021589 |
| Location: | Longford Park Primary School | Salary: | Grade 1 |

Job Requirements

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| Skills and Abilities: | <ul style="list-style-type: none"> • Able to communicate effectively to receive and pass on information and instructions, and provide guidance in a firm but pleasant manner. • Basic reading and writing skills to maintain records of accidents and first aid • Able to communicate effectively with pupils to keep control, pass-on instructions and organise activities, where appropriate, in a firm but pleasant manner. • Able to administer basic first aid. • Able to follow set procedures for different incidents, particularly in the case of fire, evacuation or accidents, in a controlled and systematic way. • Able to supervise and control children to minimum set standards of discipline. • Able to adhere to guidelines set by the Head Teacher for lunchtime supervision and accept supervision from the Senior Supervisory Assistant / School Business Manager. • Able to assist pupils with developing their eating skills. • Able and willing to clean-up food or vomit or other materials, and undertake tasks such as carrying food/trays. |
| Experience: | <ul style="list-style-type: none"> • Experience of children in some capacity of responsibility, eg. own children or previous school experience: <ul style="list-style-type: none"> - In a primary school – this should be with 5 to 11 year olds. |
| Special Requirements: | <ul style="list-style-type: none"> • This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment. • This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. |

Date Reviewed: October 2023