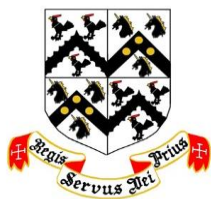


Saint Thomas More Catholic Primary School

Part of the Holy Cross Catholic Multi-Academy Company



120 Knoll Drive, Stivichall, Coventry, CV3 5DE
 Telephone: (024) 7684 9910 Fax: (024) 7684 9911
 E-mail: admin@st-thomasmore.coventry.sch.uk
 Website: www.stmschool.co.uk
 Twitter: @STMschCoventry Facebook: @STMCoventry
 Headteacher: Mrs Sarah Collins



Person Specification Lunchtime Supervisor

Job Requirements	
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, and pass-on instructions where appropriate, in a firm but pleasant manner. • Able to organise activities and play with children. • 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. • 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 - this should be with children aged 3 to 11 year olds.
Educational	<ul style="list-style-type: none"> • A willingness to attend meetings and training.
Special Requirements	<ul style="list-style-type: none"> • This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. • A Disclosure and Barring Service check will be required prior to appointment

November 2020



Achieving together in faith

Holy Cross Catholic Multi-Academy Company
 Heathcote Street
 Radford
 Coventry CV63BL

HCC MAC is incorporated in England & Wales as a company limited by guarantee with registered number: GB12084073