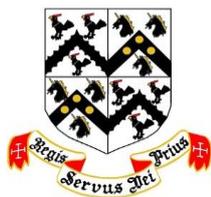


# Saint Thomas More Catholic Primary School

Part of the Holy Cross Catholic Multi-Academy Company



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Twitter: @STMSchCoventry Facebook: @STMCov  
Headteacher: Mrs Sarah Collins



## Person Specification Lunchtime Supervisor

Job Requirements	
<b>Skills and Abilities</b>	<ul style="list-style-type: none"><li>• Able to communicate effectively to receive and pass on information and instructions, and provide guidance in a firm but pleasant manner.</li><li>• Basic reading and writing skills to maintain records of accidents and first aid.</li><li>• Able to communicate effectively with pupils to keep control, and pass-on instructions where appropriate, in a firm but pleasant manner.</li><li>• Able to organise activities and play with children.</li><li>• Able to administer basic first aid.</li><li>• Able to follow set procedures for different incidents, particularly in the case of fire, evacuation or accidents, in a controlled and systematic way.</li><li>• Able to supervise and control children to minimum set standards of discipline.</li><li>• Able to adhere to guidelines set by the Head Teacher for lunchtime supervision and accept supervision from the Senior Supervisory Assistant.</li><li>• Able to assist pupils with developing their eating skills.</li><li>• Able and willing to clean-up food or vomit or other materials, and undertake tasks such as carrying food/trays.</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• 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.</li></ul>
<b>Educational</b>	<ul style="list-style-type: none"><li>• A willingness to attend meetings and training.</li></ul>
<b>Special Requirements</b>	<ul style="list-style-type: none"><li>• This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974.</li><li>• A Disclosure and Barring Service check will be required prior to appointment</li></ul>

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*