



## Person Specification

**Post Title:** Lunchtime Supervisor

**Salary:** Scale 1

| Essential and Desirable Qualities |  | Evidence Source  |            |           | <b>Essential</b><br><i>(All criteria must be met for shortlisting)</i> | <b>Desirable</b><br><i>(The shortlisted candidate with the greatest number of these attributes will be offered the position)</i> |
|-----------------------------------|--|------------------|------------|-----------|--|--|
|                                   |  | Application Form | References | Interview |  |  |
| Experience                        | Experience of working in a school environment.   | ✓                |            |           |  | ✓  |
|                                   | Experience of basic first aid.   | ✓                |            |           |  | ✓  |
|                                   | Experience of working with students.   | ✓                |            |           |  | ✓  |
| Qualifications                    | Willing to undertake any training offered which is relevant to the duties of the post. |                  |            | ✓         | ✓  |  |
|                                   | Able to use basic IT such as the school email system                                   | ✓                |            |           | ✓  |  |

|                                    |   |   |   |   |   |  |
|------------------------------------|---|---|---|---|---|--|
| <b>Skills</b>                      | Ability to work as part of a team and independently when required.                | ✓ |   |   | ✓ |  |
|                                    | Ability to take pride in role and ensuring all school practices are adhered to.   | ✓ |   | ✓ | ✓ |  |
|                                    | Ability to follow instructions.   | ✓ | ✓ |   | ✓ |  |
| <b>Personal Qualities</b>          | Confident and hard working.   | ✓ | ✓ |   | ✓ |  |
|                                    | Reliable, honest, flexible.   |   | ✓ | ✓ | ✓ |  |
|                                    | Good communication skills and is able to positively manage challenging behaviour. | ✓ |   | ✓ | ✓ |  |
|                                    | Enthusiasm and positivity.  | ✓ |   | ✓ | ✓ |  |
|                                    | Ability to respect confidential issues regarding pupils, parents and staff.       | ✓ | ✓ |   | ✓ |  |
| <b>Knowledge and Understanding</b> | Can demonstrate a basic understanding of Health & Safety                          | ✓ |   | ✓ | ✓ |  |