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## The Sherwood School

### Person Specification for Lunchtime Play Co-ordinator

The person specification shows the abilities and skills you will need to carry out the duties in the job description. Short listing is carried out on the basis of how well you meet the requirements of the person specification. **You should mention any experience you have had which shows how you could meet these requirements when you fill in your application form.**

<b>Education/Qualifications</b>	<ul style="list-style-type: none"> <li>• First Aid Certificate desirable, but not essential</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working with children and young people (either paid or unpaid).</li> <li>• Experience of supervising pupils in a school environment.</li> </ul>
<b>Knowledge/Understanding</b>	<ul style="list-style-type: none"> <li>• Knowledge of basic Health and Safety and First Aid.</li> <li>• A knowledge and understanding of the welfare and social needs of pupils during the mid-day break.</li> </ul>
<b>Skills/Abilities</b>	<ul style="list-style-type: none"> <li>• Experience of working with pupils/students and the ability to relate well to them.</li> <li>• The ability to organise and supervise simple games for groups of young pupils and to contribute ideas to further develop the play opportunities for the pupils during the lunch time break if required.</li> <li>• The ability to be patient and remain calm.</li> <li>• A willingness to undergo relevant training, as required, in order to develop further in the role of lunch play co-ordinator.</li> <li>• Be willing to work as part of an established team under the direction of the senior midday supervisor.</li> <li>• Good communication skills- both written and oral- and ability to communicate well with both children and adults.</li> <li>• A willingness to deal with minor first aid. (Training can be arranged, if necessary).</li> <li>• An awareness and understanding of equal opportunities.</li> <li>• An awareness of, and ability to maintain, the confidentiality aspects of the job.</li> <li>• A willingness to contribute to the happy atmosphere and promote the Rights Respecting ethos of the school.</li> <li>• Follow relevant school policies e.g. Safeguarding, Equal Opportunities, Behaviour, school's first aid and fire evacuation procedures, Health and Safety procedures.</li> <li>• The ability to be a good role model to the children.</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Develop positive relationships with all members of the school community.</li> <li>• Have strong inter-personal skills, including the capacity to be diplomatic and flexible.</li> <li>• Have an exemplary record of attendance and punctuality.</li> <li>• Have high expectations of pupils, adults and self.</li> <li>• Be motivated and proactive with a "can do" attitude</li> </ul>