



# Cedar Park School & Nursery

Be kind ★ Be inspired ★ Believe

## Person Specification

**Post Title:** Lunchtime Supervisor  
**Reporting to:** Senior leadership Team

**Essential**      **Desirable**

### Qualifications and Experience

- |                                   |   |   |
|-----------------------------------|---|---|
| • None required                   | ✓ |   |
| • Current First Aid qualification |   | ✓ |

### Skills and Knowledge

- |  |   |   |
|--|---|---|
| • The knowledge and understanding of managing the behaviour of groups of children. | ✓ |   |
| • The knowledge and understanding of child development and social interaction      |   | ✓ |
| • The knowledge and understanding of the value of constructive play opportunities. |   | ✓ |
| • Work as part of a group and individually   | ✓ |   |
| • Inspire trust and confidence in children   | ✓ |   |
| • Encourage high standards of pupil behaviour at all times                         | ✓ |   |
| • Liaise with parents in a professional manner                                     | ✓ |   |
| • Observe the boundaries of the role, and respect confidential information         | ✓ |   |
| • Initiate games and activities appropriate to the age of the children             | ✓ |   |
| • Relate to children on their level  | ✓ |   |
| • Remain calm in a crisis  | ✓ |   |
| • Recognise behaviour giving cause for concern, and inform teaching staff          |   | ✓ |

- Communicate effectively to an appropriate standard (orally and in writing) ✓
- Teach play activities to other Lunchtime Supervisors ✓
- Examine systems critically, and suggest ways of improving efficiency ✓
- Commitment to safeguarding and equality ✓

### Personal Characteristics

- Calm under pressure ✓
- Empathetic ✓
- Well-organised ✓
- Able to communicate well with staff and children ✓
- Creative ✓
- Resourceful ✓
- Tolerant ✓

### Special Requirements

- Has had safeguarding training or be willing to undertake training on appointment, as part of the induction. ✓
- Cedar Park is a school where there are no limits; a world class school that inspires children today, tomorrow and for the rest of their lives. I agree to abide by the school ethos of Being kind, be inspired and believe. Furthermore, I will demonstrate the key behaviours of Co-operation, Compassion, Courage, Passion, Perseverance and Respect whilst working with children and staff. ✓

**NOTE:** Notwithstanding the details in this person specification, the job holder will undertake such duties as maybe determined by the Headteacher commensurate with the principal responsibilities of this role. The duties of the post may vary from time to time without changing the general character or level of responsibility of the role.

Signed to indicate agreement:

Name \_\_\_\_\_  
(Post-holder)

Date: \_\_\_\_\_

Print \_\_\_\_\_

Name \_\_\_\_\_  
(Headteacher)

Date: \_\_\_\_\_

Print \_\_\_\_\_