

## Person Specification

**Post**            **Lunchtime Supervisor**  
**Scale:**        **Scale 2 (pro-rata approx. £2900 per year)**

**Evidence will be gathered from letter of application, references, interview and tasks.**

Attributes	Requirement	
	Essential	Desirable
<b>Qualifications and Training</b>		<ul style="list-style-type: none"> <li>NVQ L2 or equivalent in childcare, child development, leading play or other relevant course</li> <li>First aid training</li> <li>Safeguarding training</li> </ul>
<b>Experience and Skills</b>	<ul style="list-style-type: none"> <li>Good spoken and written English</li> <li>Ability to communicate clearly with others</li> <li>Able to work alongside a range of adults</li> <li>Caring and friendly demeanor</li> <li>Energetic and proactive</li> <li>Knowledge of ICT systems e.g. emails, web-based platforms</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in schools</li> <li>Experience of working with children</li> <li>Knowledge of Safeguarding requirements</li> <li>Experience of leading play activities with children of different ages</li> <li>Understanding of SEND</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>Punctual and organised</li> <li>Willing to play an active role in a well-established team</li> <li>Flexible and able to adapt to different situations</li> <li>Trustworthy and honest and able to maintain confidentiality</li> </ul>	<ul style="list-style-type: none"> <li>Hobbies or interests to share with the children</li> </ul>

<p><b>Working with People</b></p>	<ul style="list-style-type: none"> <li>• Strong interpersonal skills: ability to work alongside colleagues, families and agencies in a professional manner</li> <li>• Able to establish credibility with all staff</li> <li>• Able to establish positive relationships with parents, carers and children</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working cooperatively with other agencies or organisations</li> </ul>
<p><b>Knowledge of education</b></p>	<ul style="list-style-type: none"> <li>• Knowledge and understanding of school-based policies and procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working within and adhering to school policies and procedures</li> </ul>
<p><b>Key skills, qualities and attributes</b></p>	<ul style="list-style-type: none"> <li>• Commitment to safeguarding procedures</li> <li>• High expectations and a commitment to supporting children and their families</li> <li>• Commitment to equal opportunities and equal value for students and colleagues</li> <li>• Resilient, cheerful and positive</li> <li>• Able to embrace change and help others to manage the change process</li> <li>• Good organisational and personal management skills</li> <li>• Able to work effectively as part of teams</li> </ul>	<ul style="list-style-type: none"> <li>• Able to work independently and proactively</li> </ul>