



White Woods

Primary Academy Trust

The Pod
Canklow Woods Primary School
Wood Lane
Canklow
Rotherham
South Yorkshire
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Chief Executive Officer: Kate Davies

Job Title: Lunchtime Supervisor
Grade/Band: Band B
Responsible to: Headteacher

Main Purpose of the Role

The post holder will, under the direction of Head of School, be responsible for preparing/clearing the dining room and supporting children during lunchtime.

Specific responsibilities

- ✓ Attend to the children's personal needs and implement related personal programmes including social, health, physical, first aid and welfare matters.
- ✓ Supervise and support children ensuring their safety and access to learning at lunchtimes.
- ✓ Establish good relationships with children, acting as a role model and responding appropriately to individual needs
- ✓ Promote the inclusion and acceptance of children.
- ✓ Encourage children to interact with others and engage in activities as directed by Head of School.
- ✓ Encourage children to act independently as appropriate, washing hands, eating meals etc.
- ✓ Supervise the use of cutlery.
- ✓ Support class practitioners in managing behaviour, reporting difficulties as appropriate.
- ✓ Setting up and clearing the dining room including movement, lifting furniture and cleaning spillages and tables.
- ✓ To maintain good order, discipline and noise levels of pupils.

General

- ✓ Attendance at staff meetings and Trust training activities where relevant.
- ✓ Participate in performance management
- ✓ As this post requires working in Schools a DBS and barred lists check at the enhanced level will be required.
- ✓ Movement and lifting of furniture/moderately heavy items integral to the role

Child-centred - Collaboration - Curiosity - Challenge

1. Knowledge and Experience	Essential/Desirable	Shortlisting
A. Numeracy & Literacy skills	E	✓
B. Using basic ICT	E	✓
C. Ability to relate to children	E	✓
D. Ability to work under pressure	E	✓
E. Demonstrates good hygiene practices	E	✓
F. Understanding of Health and Safety requirements	E	✓
G. Experience of working with children	E	
2. Qualifications and Training	Essential/Desirable	Shortlisting
A. NQF Level 2 qualification e.g. GCSEs Grades A*-C, NVQs Level 2, GNVQs Intermediate, City and Guilds Craft or Part 2 or evidence of the equivalent level of knowledge gained through work experience	E	✓
B. Basic Food Hygiene Certificate	D	✓
3. Skills and Abilities	Essential/Desirable	Shortlisting
A. Communicates effectively on a 1:1 basis about everyday issues	E	
B. Makes relevant contribution to discussion with others	E	
C. Produces straightforward written information to internal guidelines and in standard formats	E	
D. Uses initiative and decides the order in which own daily tasks are to be carried out	E	
E. Deals with everyday issues in own job	E	
F. Gathers enough relevant information to understand specific problems, issues and events	E	
G. Uses factual information to identify problems and draw logical conclusions	E	
H. Makes own judgement about situations and plans ahead	E	
4. Beliefs, attitudes and personal attributes	Essential/Desirable	Shortlisting

A: A shared commitment to a "no excuses" culture with a work ethic and drive to match that of the Trust in improving education and life chances of the communities we serve.	E	
B: Committed and passionate about the provision of outstanding primary education.	E	✓
C: Belief and commitment to equality of opportunity for all	E	
D: Optimism and resilience in the face of challenges	E	✓
E: Self-aware and able to learn	E	✓

5. Additional Factors	Essential/Desirable	Shortlisting
A: Ability to travel within a reasonable timeframe	E	
B: No serious health problem which is likely to impact upon job performance (that cannot be accommodated by reasonable adjustments)	E	
C: Good attendance record in current/previous employment (not including absences resulting from disability)	E	
D: A commitment to safeguarding and promoting the welfare of children and young people.	E	
E: A willingness to share information and expertise.	E	
F: A commitment to ongoing staff development and the development of others.	E	
G. Able to work flexibly, including any service specific hours	E	

Statements relevant to all posts
All duties and responsibilities should be carried out in accordance with agreed policy and procedures, in particular those relating to: Environmental; Health and Safety; Equal Opportunities; Risk Management; Data Protection; IT; Safeguarding and Financial Regulations.
Safeguarding is everyone's business. All employees, governors, contractors and volunteers share a responsibility, both corporately and individually, to ensure that every person is treated with dignity and

respect and protected from others who may abuse them. We have a duty of care to safeguard and promote the welfare of children and young people, and must raise any concerns without delay.

The job description is an outline only and may vary from time to time without changing the character of the job or level of responsibility. The post holder must be flexible to meet the operational needs of the service.

The person specification covers key areas of competence and methods of assessment other than interview may be used (as appropriate to the job) to assess what a candidate can do and how they act in a specific area or situation. These include: ability test; work-related task; occupational personality questionnaire and presentation. Where this is the case, shortlisted candidates will receive details in advance of the selection process.