**JOB DESCRIPTION/ PERSON SPECIFICATION FOR POST OF:**

**LUNCHTIME SUPERVISORY ASSISTANT**

**AT FAIRFIELD INFANT SCHOOL**

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|  | **Essential** | **Desirable** |
| **Role Requirements**  **(knowledge and understanding)** | Able to supervise children’s eating activities. This includes:  Directing and monitoring food intake  Assisting children when eating e.g. cutting up food, opening packets  Cleaning up spillages and wiping surfaces  Supervising disposal of food waste |  |
|  | Able to support and supervise children as required. This includes:  Supervising safe movement of children around the school premises  Supervising and actively encouraging positive play on the playground and in classroom areas  Following the school’s policies and procedures for managing children’s behaviour using a calm, positive and relational approach  Encouraging positive behaviour at all times to ensure children’s safety and wellbeing  Supporting children to undertake and develop basic skills e.g. doing up coats |  |
| **Safeguarding** | Able to report any matters relating to safeguarding including any significant behavioural incidents  Able to ensure confidentiality specific to dealings in school  Able to provide support with basic First Aid (e.g. minor grazes) | Prior training / qualification in First Aid |
| **Communication** | Able to communicate with all members of the school community to positively contribute to the friendly and supportive ethos of our school.  Able to demonstrate the verbal and written requirements of the role to communicate concerns and queries, record accidents and incidents and maintain appropriate records as required |  |
| **Other skills and behaviours** | Able to stay calm  Able to work flexibly and adapt to changing situations  Able to demonstrate good interpersonal skills and a positive and cheery attitude towards others (adults and children) | Able to use initiative and solve minor problems in relation to role when required, seeking intervention when appropriate  Prior experience working in a school or similar environment  Prior experience working with and or supporting children |