**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 intakeAssisting children when eating e.g. cutting up food, opening packetsCleaning up spillages and wiping surfacesSupervising disposal of food waste |  |
|  | Able to support and supervise children as required. This includes:Supervising safe movement of children around the school premisesSupervising and actively encouraging positive play on the playground and in classroom areasFollowing the school’s policies and procedures for managing children’s behaviour using a calm, positive and relational approachEncouraging positive behaviour at all times to ensure children’s safety and wellbeingSupporting 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 incidentsAble to ensure confidentiality specific to dealings in schoolAble 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 calmAble to work flexibly and adapt to changing situationsAble 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 appropriatePrior experience working in a school or similar environmentPrior experience working with and or supporting children |