**St James’ CEC Primary School, Emsworth**

**Person Specification: Lunchtime Supervisory Assistant**

**Qualifications and Experience**

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|  | **Essential** | **Desirable** |
| **Experience** | * Experience of working with children (paid or unpaid)
 | * Experience of lunchtime supervisory role
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| **Knowledge** | * Knowledge of basic first aid / health & safety
* Understanding of child protection / safeguarding issues
* Understanding of work roles and boundaries, including maintaining confidentiality
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| **Qualifications or Training** | * Basic literacy skills
 | * First aid qualification
* Be prepared to undertake training
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| **Abilities / skills** | * Effective communication skills / able to make good relationships with both adults and children
* Be able to establish firm and consistent boundaries in relationship to children’s behaviour
* Common sense
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| **Personal Qualities & Attributes** | * Reliability
* Good time keeping
* Good relationships with children
* Able to work as part of a team
* Be flexible and adaptable and able to act on initiative
* Maintain confidentiality
* Able to cope with the physical demands of the job including:
* to lift and handle tables and chairs
* Work inside or outside in all weathers
 | * Sense of humour
* Flexibility to attend LSA meetings (no more than once a half term) and training
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