**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 |
| **Knowledge** | * Knowledge of basic first aid / health & safety * Understanding of child protection / safeguarding issues * Understanding of work roles and boundaries, including maintaining confidentiality |  |
| **Qualifications or Training** | * Basic literacy skills | * First aid qualification * Be prepared to undertake training |
| **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 |  |
| **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 |