**St James’ CEC Primary School**

**Senior Lunchtime Supervisor ~ Person Specification**

**Qualifications and Experience**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Experience** | * Experience of working with children (employed or voluntary)
* Experience of lunchtime supervisory role / working in a school environment
 | * Experience of lunchtime supervisory role
* Experience of leading a small team
 |
| **Knowledge** | * Understanding of child protection / safeguarding issues
* Knowledge of basic first aid / health & safety
* 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
* Common sense
* Be able to establish firm and consistent boundaries in relationship to children’s behaviour
 |  |
| **Personal Qualities & Attributes** | * Reliability
* Good time keeping
* Good relationships with children and adults
* Able to lead and 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
 |