

|  |          |   |                                  |                                    |  |
|--|----------|---|----------------------------------|------------------------------------|--|
| <b>Post Title:</b> Lunchtime Supervisory Assistant   |          | <b>Director/Service/Sector:</b> Children's Services |                                  | <b>Office Use</b>                  |  |
| <b>Grade:</b>  |          | <b>Workplace:</b> Malvins Close Primary School      |                                  | <b>JE ref:</b><br><b>HRMS ref:</b> |  |
| <b>Responsible to:</b> Senior Lunchtime Supervisory Assistant or Head-teacher  |          | <b>Date:</b>  | <b>Lead &amp; Man Induction:</b> |                                    |  |
| <b>Job Purpose:</b> Under the direction of a Senior Lunchtime Supervisor y Assistant or the Headteacher, to ensure the safety, welfare and good conduct of pupils during the midday break period.  |          |   |                                  |                                    |  |
| <b>Resources</b>   | Staff    | None.   |                                  |                                    |  |
|  | Finance  | None.   |                                  |                                    |  |
|  | Physical | None.   |                                  |                                    |  |
|  | Clients  | None.   |                                  |                                    |  |
| <b>Duties and key result areas:</b> Individually or as part of a team, Include but are not restricted to:- <ol style="list-style-type: none"> <li>1. Supervise and support pupils in the dining hall, playground areas and school premises.</li> <li>2. Supervise and support children in their access to play</li> <li>3. Establishing good relationships with pupils; responding to the needs of each individual child and ensuring acceptance of each child</li> <li>4. Comply with all school polices relating to: Health and Safety; Child Protection and Safeguarding</li> <li>5. Work in such a way to promote the ethos and vision of the school</li> <li>6. Participate in training and development</li> <li>7. To undertake other duties and responsibilities as required commensurate with the grade of the post</li> </ol> |          |   |                                  |                                    |  |
| <b>Work Arrangements</b>   |          |   |                                  |                                    |  |
| Physical requirements:   |          | Continuous standing and walking.                    |                                  |                                    |  |
| Transport requirements:  |          | None.   |                                  |                                    |  |
| Working patterns:  |          | Monday to Friday lunchtime working.                 |                                  |                                    |  |
| Working conditions:  |          | Outside working.                                    |                                  |                                    |  |

**PERSON SPECIFICATION**

|  |                  |   |                  |
|--|------------------|---|------------------|
| <b>Post Title:</b> Lunchtime Supervisory Assistant   |                  | <b>Director/Service/Sector:</b> Children's Services | Ref:             |
| <b>Essential</b>   | <b>Desirable</b> |   | <b>Assess by</b> |
| <b>Qualifications and Knowledge</b>  |                  |   |                  |
| Experience of working with and caring for children of the relevant age   |                  |   |                  |
| <b>Experience</b>  |                  |   |                  |
| No specific experience in the workplace is necessary.  |                  | Some experience in a similar environment.           |                  |
| <b>Skills and competencies</b>   |                  |   |                  |
| Ability to follow straightforward oral and written instructions and to keep basic work records.<br>Physical skills related to the work.<br>Appropriate first aid training<br>Working as a member of a team |                  | Current restraint techniques                        |                  |
| <b>Physical, mental and emotional demands</b>  |                  |   |                  |
| Ability to work outdoors all year round.   |                  |   |                  |
| <b>Motivation</b>  |                  |   |                  |
| A commitment to providing a quality service to customers.  |                  | A willingness to undertake job related training.    |                  |
| <b>Other</b>   |                  |   |                  |
|  |                  |   |                  |

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits