

Seaham Trinity Primary School

PERSON SPECIFICATION – Lunchtime Supervisor			
Category	Essential	Desirable	Assessment
Education, Qualifications and Training	Basic literacy and numeracy skills in order to be able to write accident reports, read medical information and instructions.	- First Aid Certificate - Willing to take further training with a particular emphasis on a Child Protection certificate.	Application form
Experience	- Previous experience of working with, in a paid or voluntary capacity, or caring for children aged 4-11 years. - Excellent interpersonal and communication skills.	- Experience of working in a school environment either in a paid or voluntary capacity. - Experience as a Supervisory Assistant.	Application form / References/Interview
Knowledge and Understanding	- An understanding of the welfare, social and emotional needs of children. - Knowledge of how to promote and safeguard the safety and welfare of children. - Knowledge, understanding and commitment to play and the benefits for children.		Application form/ Interview
Attitudes and Abilities	Ability to: - Form good relationships and to work and communicate well with colleagues as part of a team. - Form supportive, responsive and positive relationships with children and have the ability to communicate with children. - Be flexible, adaptable and act on initiative and to be constructive in response to issues and problems as they arise. - Actively support and facilitate children's play in the playground/provide safe creative play. - Be able to establish firm and consistent boundaries in relation to children's behaviour.	- Basic understanding of child development and learning. - Experience of providing stimulation activities for a wide range of children in a play situation.	Interview / Application form/ References

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	• The ability to manage pupil behaviour in the classroom and in the playground. • Show commitment to the inclusion of all children and an understanding of and commitment to equality of opportunity. • Have the ability to meet individual children's needs. • Have the ability to expect and teach good table manners.		
Personal Attributes	• Approachable • Self motivating • Enthusiastic • Positive and respectful attitude towards others • Good communication skills • Non-judgemental attitude • Positive and innovative approach • Punctual, hardworking, reliable and honest • Flexible • Awareness of confidentiality, working with integrity. • Sensitive to the needs of children/is interested in and enjoys working with children. • Demonstrates a desire to provide good quality supervision.		Interview References
Working Arrangements	Enhanced DBS.		Interview/ Application Form