

**Blackhall Primary School**

**Lunchtime Supervisor Person Specification**

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| **Attributes** | **Essential** | **Desirable** | **How identified** |
| **References** | Fully supported in reference |  | Reference |
| **Education** | Basic literacy and numeracy skills | First Aid Certificate  Food Hygiene certificate  Willing to take further training with a particular emphasis on a Child Protection certificate | Letter of application  Interview  Reference |
| **Experiences** | Knowledge of the duties and role of the Lunchtime Supervisor  Previous experience of working with children aged 4-11 years | Experience of working in a school environment either in a paid or voluntary capacity | Letter of application  Interview  Reference |
| **Skills** | Able to plan engaging and exciting activities for children  Good communication  To be able to work under pressure  Good sense of humour and respect of colleagues  Good relationships with lunchtime colleagues and school staff  To be able to work as part of a team  Ability to work within the school’s policies and guidelines  Recognition of the needs of SEN children and the ability to promote good playtime behaviour. | Basic understanding of child development and learning  An understanding of children with special needs  Good behaviour management strategies | Letter of application  Interview  Reference |
| **Personal Qualities** | Patient and caring towards all pupils  Self-motivated, reliable and hard working  Flexible approach to work  Awareness of confidentiality, working with integrity  Good timekeeping  Enthusiastic, Courteous and polite  Patience and emotional resilience in working with challenging behaviours  Sensitive to the needs of all children  Calm and positive approach  Commitment to delivering a high quality service and to continuous improvement |  | Letter of application  Interview  Reference |
| **Disclosure of Criminal**  **Record** | Enhanced DBS check confirming suitability to work with children  (school will seek the DBS check)  Disqualification by association form required to be completed. |  | Disclosure and Barring Service check |