St Michael's Catholic Primary School

Bishop Wilkinson Catholic Education Trust

Person Specification

Post Title: Lunchtime Supervisory Assistant
Salary: Grade C, SCP 4

Qualifications & Training	
Essential	
E1	Willingness to undertake relevant training, including safeguarding, behaviour management, first aid (where required), and manual handling.
Desirable	
D1	First Aid Certificate.
Experience	
Desirable	
D2	Experience of working in a school or educational environment.
D3	Previous experience of working with or caring for children.
Skills & Abilities	
Essential	
E2	Good communication and interpersonal skills to interact appropriately with pupils, staff, and visitors.
E3	Ability to work constructively as part of a team and follow established routines, rotas, and procedures.
Personal Attributes	
E4	A positive, caring, and approachable manner with the ability to act as a role model to pupils in behaviour, attitude, and conduct.
E5	Commitment to the inclusion of all children and an understanding of, and commitment to equality of opportunity.
Safeguarding & Compliance	
Essential	
E6	Commitment to safeguarding and promoting the welfare of children and young people.
E7	Understanding of and ability to comply with data protection and confidentiality principles.
E8	Ability to comply with Equal Opportunities Policies, the Trust/school Code of Conduct, and all other Trust/school policies.
E9	Ability to comply with health and safety policies, rules and regulations.
E10	Ability to support and uphold the Catholic ethos of the school and respect its distinctive mission.

June 2026