

PERSON SPECIFICATION: LUNCHTIME SUPERVISORY ASSISTANT

POST REFERENCE:

LYNNFIELD PRIMARY SCHOOL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN. IF THIS POST IS SUBJECT TO SAFER RECRUITMENT MEASURES THEN A DISCLOSURE AND BARRING SERVICE (DBS) CHECK WILL BE REQUIRED.

REQUIREMENTS	ESSENTIAL CRITERIA Please indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R)	DESIRABLE CRITERIA Please indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R)
- Application	Fully supported in reference. (R) Well written, structured and presented application. (A)	
- Qualifications	N/A	First Aid Qualification (A)
- Experience	Experience of supporting or working with children (A) (I)	Experience of working in a school environment (A) (I)
- Skills, abilities, knowledge and competencies	Excellent communication and interpersonal skills (I) (R) Good organisational skills (I) (R)	



	<p>Demonstrate the qualities needed to build positive and effective relationships with primary aged children and adults. (R) (I)</p> <p>Ability to effectively manage children’s behaviour, using positive approaches, being firm, fair and consistent. (R) (I)</p> <p>Ability to work constructively as part of a team, understanding school roles and responsibilities and your own position within these. (I) (R)</p> <p>Ability to follow school policies and procedures (A)</p> <p>Ability to use your own initiative in organising and participating in appropriate play-based activities (A) (I)</p>	
- Knowledge	<p>Knowledge of school procedures for the supervision of midday meals service and lunchtime activities (A) (I)</p> <p>Knowledge of how to safeguard children and recognise signs of abuse or a willingness to attend relevant training to ascertain this knowledge (I)</p>	
- Personal Attributes	<p>Demonstrate a commitment to CPD and participation in training opportunities. (A) (R)</p> <p>High expectations of self and others (R) (I)</p>	Outside interests (A)

	<p>Self- reflective, continually reflecting on own practice (I) (R)</p> <p>Responsive to feedback, challenge and support (R)</p> <p>Flexible and adaptable in approach (I) (R)</p> <p>Demonstrate sensitivity, integrity and enthusiasm when working with all stakeholders (R) (I)</p> <p>Ability to manage pressure effectively and deal with challenging situations in a calm manner (I) (R)</p>	
<p>- Professional philosophy and commitment</p>	<p>Commitment to promoting equal opportunities and meeting the educational, social and emotional needs of all children (A) (R) (I)</p>	

ESSENTIAL / DESIRABLE CRITERIA WILL BE VERIFIED BY: F = FORM I = INTERVIEW O = OBSERVATION R = REFERENCE(S)

Please note all appointments within Lynnfield Primary School are subject to a declaration of medical fitness by the Council's Occupational Health Service (having made reasonable adjustments in line with the Equality Act (2010) where necessary.