



**PERSON SPECIFICATION**

**Job Title:** Lunchtime Supervisor

**Job No:**

**Grade:** GR2

**Division:**

**No of Post:**

**Section:**

**Method of Assessment (M.O.A.)**

A.F. = Application Form; I = Interview; T = Test or Exercise;

P = Presentation

<b>CRITERIA</b>	<b>ESSENTIAL</b>	<b>M.O.A.</b>
<b>EXPERIENCE</b> (Relevant work and other experience)	Experience working with children	AF/I
	Experience working in a team	AF/I
<b>SKILLS AND ABILITIES</b> (Eg Written communication skills, dealing with the public)	Be committed to the ethos and values of the school	AF/I
	Be able to encourage children to achieve these aims through keeping the school's behaviour code	AF/I
	Develop good appropriate relationships with children and staff	AF/I
	Communicate positively and effectively to children and listen to them	AF/I
	Actively contribute to a happy safe and supportive play environment	AF/I
	Able to work within a team	AF/I
<b>TRAINING</b>	Willing to undertake appropriate training	AF/I
<b>EDUCATION/ QUALIFICATIONS</b> NB Full regard must be paid to overseas qualifications		

<b>OTHER</b>	Approachable, sympathetic, enthusiastic, patient, resourceful  The ability to converse at ease with pupils in accurate spoken English is essential for this post.	AF/I  I
<b>CONTRA INDICATION</b>		

**ALL STAFF ARE EXPECTED TO BE COMMITTED TO THE CITY COUNCIL'S  
EQUAL OPPORTUNITIES AND SAFEGUARDING OF CHILDREN POLICIES**

COMPILED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

(Shortlisting/Interviewing Panel): \_\_\_\_\_

DATE: \_\_\_\_\_