



# St Patrick's Catholic Primary Academy

Part of the Blessed Peter Snow Catholic Academy Trust



**The Blessed Peter Snow**  
Catholic Academy Trust

## EMPLOYEE SPECIFICATION

**JOB TITLE:** Lunchtime Supervisor (LTS) (supporting & supervising activities and dinner in the hall across lunchtime)  
**GRADE:** 3

	ATTRIBUTES		RELEVANT CRITERIA	HOW IDENTIFIED	RANK
1.	<b>RELEVANT EXPERIENCE</b>	1.1	Experience of working with children/ young people.	Application Form / Selection Process	Desirable
		1.2	Experience of encouraging the development of relationships between children/young people.	Selection Process	
2.	<b>EDUCATION AND TRAINING ATTAINMENTS</b>	2.1	First Aid Qualification.	Application Form / Selection Process/ Certificate	Desirable
3.	<b>GENERAL AND SPECIAL KNOWLEDGE</b>	3.1	Basic Health and Safety Awareness.	Selection Process	Desirable
		3.2	An understanding of safeguarding – that it is everyone's responsibility to keep pupils safe.	Selection Process	<b>Essential</b>

	ATTRIBUTES		RELEVANT CRITERIA	HOW IDENTIFIED	RANK
4.	<b>SKILLS AND ABILITIES</b>	4.1	The ability to relate to children/young people from diverse ethnic/social backgrounds.	Application Form / Selection Process	<b>Essential</b>
		4.2	Verbal communication skills in order to liase with children/young people and other staff members.	Application Form / Selection Process	<b>Essential</b>
		4.3	The ability to react in a positive manner to difficult situations which may arise amongst children/young people.	Selection Process	
		4.4	Ability to keep problems in perspective and be patient.	Selection Process	
		4.5	Able to read and understand simple verbal and written instructions.	Application Form / Selection Process	<b>Essential</b>
		4.6	Ability to work with children/young people exhibiting behaviour difficulties to support improvement.	Selection Process	
		4.7	Ability to share key information with relevant class teachers or leaders as appropriate.	Selection Process	
5.	<b>ANY ADDITIONAL FACTORS</b>	5.1	Physical ability to undertake the duties of the job.	Selection Process	
		5.2	Commitment to ongoing personal training and development.	Selection Process	
		5.3	Willingness to undertake an enhanced Disclosure and Barring Service check. <b>Please note a conviction may not exclude candidates from employment but will be considered as part of the selection process.</b>	Application Form / Selection Process	<b>Essential</b>

Please make sure that you demonstrate your ability to meet the requirements of the job by giving clear, concise examples of how you meet each criteria on your application form. Essential and Desirable in the "Rank" column refer to the importance we will give your answers when we read your applications. You must have all the Essentials on day one to be able to do the job, you need to have all the Desirables to do the job effectively, but they could be learnt during the induction. We recognise and welcome our responsibility to remove any barriers in our Recruitment and Selection process for disabled people. We have tried to do this, but if you have a disability and identify any barriers in the job description or employee specification, please tell us of these in your application. We are committed to making reasonable adjustments to the job wherever possible and it would help us to know your needs in order to do this.

Where criteria are to be identified through the "Selection Process", this may involve group discussions and interview etc.

Employee Specification is in line with Kirklees LA.