



Person Specification

This school has a responsibility for, and is committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults, and requires all staff and volunteers to share this commitment.

Post Title	Lunchtime Supervisor	Post No	
School	The Federation of St Alphege Church of England Infant and Nursery School and St Alphege Church of England Junior School		
Salary Band/Range	Band A - £ [REDACTED] £24,413 - £24,796 (pro rata)		
Responsible to:	Assistant Head		

	Essential Criteria	Desirable Criteria	Measured By
Education & Qualifications	Basic Literacy	GCSEs or equivalent First Aid Qualification	Application form and certificates

Skills & Abilities	Good timekeeping, communication and interpersonal skills		Interview and references
	Problem solving skills: Ability to identify and resolve straight forward problems, e.g. a minor disagreement between pupils, and know when to escalate to an appropriate member of staff		Interview
	A proactive team player who has a flexible and adaptive approach to working.		Interview
	Able to follow instructions		Interview



	<p>Ability to empathise with pupils, in order to maintain appropriate behaviour during school breaks</p> <p>Sensitivity to pupils' individual needs when providing personal care or administering first aid.</p>		Interview
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Experience & Knowledge	Worked with children or management of own children	Basic knowledge of first aid	Application form, interview
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Core Qualities	Personal Effectiveness: makes things happen; operates with resilience, flexibility and integrity.		Interview
	Communication: shares and listens to information, opinions and ideas, using a range of effective approaches.		
	Self Awareness: learns continuously and effectively adapts behaviour in response to feedback.		
	Service Delivery: understands customer needs and responds appropriately and demonstrates continuous improvement.		

Other Requirements	<p>Manual requirements: Ability to cut food for disabled or younger pupils. Ability to set up and clear away tables/chairs and assist with cleaning of dining area.</p> <p>Understanding confidentiality in a school setting</p>		Interview
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Compiled/Reviewed by	S Willard
Date	August 2023