

PERSON SPECIFICATION

Penn Fields School is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment.

Job title	Lunchtime Supervisor
Responsible to	Designated Safeguarding Lead and Welfare Manager
Salary Grade/Range	Grade 2 (Pro rata £5,673 - £5,854 / 44.85 weeks / 10 hours per week – 11.45am to 1.45pm)

Criteria	Essential	Desirable
Education and Qualifications	<ul style="list-style-type: none"> Good level of numeracy and literacy 	
Experience	<ul style="list-style-type: none"> Experience of working with children in an educational setting Experience of working with students with special educational needs and/or dysregulated behaviour 	<ul style="list-style-type: none"> Experience of working with SEN students.
Professional Development	<ul style="list-style-type: none"> Willing to take on any training that is required to meet the demands and changes of the job role 	<ul style="list-style-type: none"> An understanding of effective performance management.
Skills and Abilities	<ul style="list-style-type: none"> Good communications skills Physically fit with a good health record Punctual Well-presented and polite Good sense of humour Understanding the need for confidentiality. Flexible attitude towards day to day tasks. Ability to work effectively as part of a team. 	
Knowledge	<ul style="list-style-type: none"> First Aid qualification or a willingness to undertake one Aware of Child Protection procedures 	
Other Requirements	<ul style="list-style-type: none"> Flexible approach to the working day Able to work flexibly and attend meetings and INSET days as required. 	

ACCEPTANCE OF THE PERSON SPECIFICATION BY THE POST HOLDER

I can confirm my acceptance of the person specification as outlined above

Name			
Signature		Date	