

Person Specification



Solihull
METROPOLITAN
BOROUGH COUNCIL

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	Shirley Heath Junior School		
Salary Band/Range	Band A		
Responsible to:	Headteacher		

	Essential Criteria	Desirable Criteria	Measured By
Education & Qualifications	No formal qualifications required	GCSEs or equivalent	Application form & certificates

Skills & Abilities	Good timekeeping and interpersonal skills		Interview and references
	Ability to communicate clearly & effectively in English both verbally and in writing, in order to fulfil the requirements of the role.		Application form & Interview
	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
	Team player		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
--	--	--	-----------

Experience & Knowledge	Worked with children or management of own children	Basic knowledge of first aid	Application form, interview
-----------------------------------	--	------------------------------	-----------------------------

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.</p> <p>Ability to set up and clear away tables/chairs and assist with cleaning of dining area.</p>		Interview
---------------------------	--	--	-----------

Compiled/Reviewed by	K Evans
Date	January 2026