



CENTRAL LEARNING  
PARTNERSHIP TRUST

## PERSON SPECIFICATION – Associate Staff

**Post Title: Lunchtime Supervisory Assistant**

**RESPONSIBLE TO:** Headteacher

**SALARY SCALE:** CLPT4 – CLPT6

**WORKING HOURS:** 10 hours per week, term time only

**LOCATION:** Eastwood Village Primary School  
The postholder may be required to work at another one of our schools in Rotherham from time to time for a specified period.

The Personnel Specification outlines the main attributes needed to adequately perform the post specified. In drawing together the specification, a critical examination of the job description has been undertaken to pinpoint those elements of the post deemed as essential.

The Personnel Specification is intended to give prospective candidates a better understanding of the post requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates.

		<b>Essential</b>	<b>Desirable</b>	<b>How identified</b>
<b>1.</b>	<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Good general standard of education</li> </ul>	<ul style="list-style-type: none"> <li>Child care qualification</li> <li>Play leader skills and / or experience</li> <li>First Aid qualification</li> <li>Up to date safeguarding qualification</li> <li>Knowledge of different playground games and activities</li> </ul>	Interview Application Form
<b>2.</b>	<b>Special Knowledge</b>	<ul style="list-style-type: none"> <li>Knowledge of basic first aid procedures to respond effectively to minor injuries or emergencies during lunch and playtimes.</li> <li>Awareness of safeguarding and child protection principles, ensuring the safety and well-being of all pupils in line with school policies.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of lunchtime supervisory role or experience of working with children in a school environment</li> <li>Experience of actively initiating and promoting play activities with children</li> <li>Successful completion of relevant training course e.g first aid, hygiene etc</li> <li>Experience of working effectively as a member of a team</li> </ul>	Application Form Employment history record
<b>3.</b>	<b>Training</b>	<ul style="list-style-type: none"> <li>First Aid Training</li> </ul>		Application Form

4.	<b>Practical and Intellectual Skills</b>	<ul style="list-style-type: none"> <li>• Effective communication skills and good literacy skills</li> <li>• Communicate clearly with staff and children.</li> <li>• Ability to work effectively as a part of a team.</li> <li>• Ability to motivate and positively interact with children.</li> <li>• Ability to engage children in cooperative play</li> <li>• React calmly and appropriately in an emergency, with the health and safety of both pupils and staff a prime concern.</li> <li>• Ability to supervise and organise pupils during the dining hall and during lunchtime play.</li> <li>• Able to promote the safe and appropriate use of play equipment through example and guidance</li> <li>• Ability to maintain confidentiality</li> <li>• Ability to show initiative and apply effective strategies to deal with situations which may arise in school</li> </ul>	<ul style="list-style-type: none"> <li>• Recognise behaviour giving cause for concern and inform teaching staff.</li> <li>• Ability to manage and de-escalate challenging behaviour using positive and proactive strategies.</li> <li>• Strong communication and interpersonal skills to build positive relationships with children and colleagues.</li> </ul>	Application Form
5.	<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Able to promote and maintain relationships with children and staff</li> <li>• Good communication skills</li> <li>• Ability to work under the direction of the class teacher / SLT</li> <li>• Well organised</li> <li>• Enthusiastic team approach</li> <li>• Ability to relate to a wide range of people – children and adults</li> <li>• Ability to set targets, meet deadlines and to work under pressure</li> <li>• Ability to promote the child-centred ethos within the schools.</li> </ul>	<ul style="list-style-type: none"> <li>• Adaptable and versatile approach</li> <li>• Ability to organise others</li> <li>• Creative</li> <li>• Ability to show initiative</li> <li>• Flexibility</li> </ul>	Interview Application Form
6.	<b>Commitment</b>	<p>Should have a commitment to:</p> <ul style="list-style-type: none"> <li>• all children at the school</li> <li>• continuing the process of raising standards</li> <li>• maintaining high expectations and helping children of all abilities to reach their full potential</li> </ul>		

		<ul style="list-style-type: none"> <li>• working in a multicultural Trust with a genuine commitment to equal opportunities,</li> <li>• involving parents in the life of the school</li> </ul>		
7.	<b>Legal Requirements and safeguarding</b>	<ul style="list-style-type: none"> <li>• Enhanced DBS Clearance.</li> <li>• Enhanced DBS</li> <li>• Overseas criminal check (if required)</li> <li>• Self-Declaration Form</li> <li>• Right to work in the UK</li> </ul>		DBS clearance

<p><b>Endorsement</b></p> <p><b>I accept the specified Person Specification</b></p> <p><b>Name</b> .....</p> <p><b>Signed</b> ..... <b>Date</b> .....</p>
---

*The post holder will be required to complete an enhanced Disclosure Barring Service (DBS) Check with appropriate barred list checks, or the equivalent, and must be eligible to work in the UK.*

*CLPT is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All staff are expected to be committed to the Equal Opportunities Policy.*