



## JOB DESCRIPTION and PERSON SPECIFICATION

**SCHOOL:** St Nicholas Primary School

**JOB TITLE:** Lunchtime Supervisor

**GRADE:** 1

**EVALUATION DATE:** September 2021

**JE NUMBER:** HET58

**DIGNITY AT WORK:** To show, at all times, a personal commitment to Looked after Children and treating all customers and colleagues in a fair and respectful way, which gives positive regard to people's differences and individuality (for example, gender, gender identity, nationality or ethnic origin, disability, religion or belief, sexual orientation, age). Assists in ensuring equal access to services and employment opportunities for everyone in the academy.

**PURPOSE:** To organise and participate in the supervision of individual and groups of children during lunch, under the general direction of the lunchtime coordinator, the Headteacher or responsible person.

### **PRINCIPAL ACCOUNTABILITIES:**

*Please note decision making must be included within the Principal Accountabilities*

1.	To promote and safeguard the welfare of children, young people
2.	To plan and deliver games with the children on the playground, encourage group play
3.	To manage any behavioural issues efficiently following the guidance of the senior leaders.
4.	Supervises pupils at mealtimes
5.	Supervise toilet activities
6.	Cares for sick children and those suffering minor injuries or ailments and provide basic first aid treatment when required.
7.	The Health and Safety at Work etc. Act 1974 and associated legislation places responsibilities for health and safety on the <i>school/academy</i> , as your employer and you as an employee. In addition to the employer's overall duties, the post holder has personal responsibility for their own health and safety and that of other employees; additional and more specific responsibilities are identified in the Health and Safety policy adopted by the academy.

### **GENERAL:**

The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility. The post-holder must be flexible to ensure the operational needs of the *school/academy* are met. This includes the undertaking of duties of a similar nature and responsibility as and when required, throughout the various work places in the academy. The above duties may involve having access to information of a confidential nature, which may be covered by the Data Protection Act. Confidentiality must be maintained at all times. To promote the schools Equal Opportunity Employment Policy.



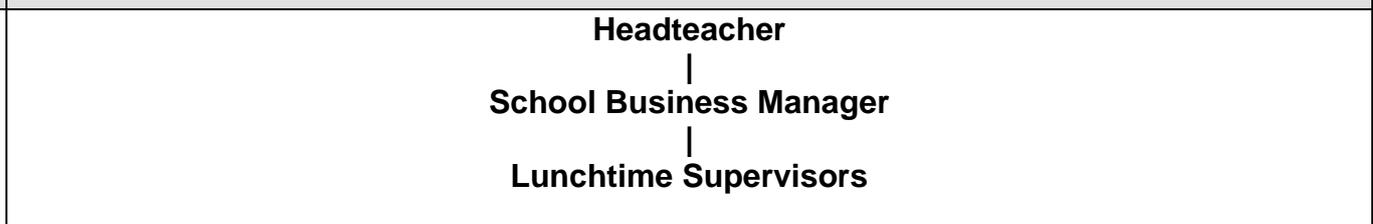
**DIMENSIONS:**  
**All sections should be completed – if there aren't any state 'none'**

- 1. Responsibility for Staff:** None
- 2. Responsibility for Customers/Clients:**  
 The postholder is responsible for ensuring the pupils are supervised and that the areas are kept safe and tidy for pupils and staff.
- 3. Responsibility for Budgets:** None
- 4. Responsibility for Physical Resources:**  
 The postholder is responsible, along with all other staff, to safeguard and protect the school's resources to the best of their ability and not to misuse or misplace school property.

**WORKING RELATIONSHIPS:**  
**All sections should be completed – if there aren't any state 'none'**

- 1. Within School:** All school staff, pupils, parents, governors, the community.
- 2. Within Trust:** Other school based staff.
- 3. With External Bodies to the Trust:**  
 Educational support staff, educational support services, other schools and educational establishments, other public services and community representatives.

**ORGANISATION CHART:**



	Not applicable	Low	Moderate	High	Very High	Intense
<b>PHYSICAL DEMANDS:</b> Physical Effort and/or Strain – (tiredness, aches and pains over and above that normally incurred in a day to day office environment).		✓				
<b>WORKING CONDITIONS:</b> Working Conditions – (exposure to objectionable, uncomfortable or noxious conditions over and above that normally incurred in a day to day office environment).		✓				
<b>EMOTIONAL DEMANDS:</b> Exposure to objectionable situations over and above that normally incurred in a day to day office environment.		✓				

<b>PERSON SPECIFICATION</b>				
The information listed as essential (the column that is shaded) is used as part of the job evaluation process. The requirements identified as desirable are used for recruitment purposes only. KEY: AF = Application Form, I = Interview, CQ = Certificate of Qualification, R = References, T = Test/Assessment, P = Presentation		Essential	Desirable	How identified
1.	<b>Qualifications:</b>			
	Safeguarding Level 1	✓		AF
	First Aid Cert or willing to work towards		✓	AF
2.	<b>Relevant Experience:</b>			
	Experience working with children of primary school age	✓		AF
3.	<b>Skills (including thinking challenge/mental demands):</b>			
	Motivation to work with children and young people	✓		AF/I
	Ability to form and maintain appropriate relationships and personal boundaries with children and young people.	✓		I/R
	Ability to organise activities that engage children	✓		I/R
	Ability to prioritise tasks	✓		AF/R
	Adopt approaches that engage children and ensure appropriate behaviour	✓		I
4.	<b>Knowledge:</b>			
	A knowledge and commitment to safeguarding and promoting the welfare of children and young people	✓		I
	Knowledge of Child Protection procedures	✓		I/R
	Knowledge of the Behaviour Policy		✓	I
5.	<b>Interpersonal/Communication Skills:</b>			
	<b>Verbal Skills</b>			
	Ability to establish good professional relationships and effective working relationships with a range of partners/colleagues and pupils at a variety of levels.	✓		R
	Work constructively as part of a team	✓		I/R
	Good basic communication and inter-personal skills	✓		I/R
	Ability to communicate with and motivate children	✓		I/R
	<b>Written Skills</b>			
Good written skills	✓		AF	
6.	<b>Other:</b>			
	Ability to self-evaluate learning needs and actively seek learning opportunities	✓		AF
	Flexible approach to working arrangements. The postholder must be flexible to ensure the operational needs of the school are met.	✓		AF/I/R
<b>The requirements listed below are not considered during the job evaluation process, but are essential requirements for the role that will be assessed during the recruitment process.</b>				
7.	<b>Disclosure of Criminal Record:</b>			
	The successful candidate's appointment will be subject to the school/academy obtaining a satisfactory Enhanced and Barring List Disclosure from the Disclosure and Barring Service.	✓		DBS Disclosure