

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.

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| 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 challenging 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

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| Name | | | |
| Signature | | Date | |