



St. Paulinus Catholic Primary Academy

Part of the Blessed Peter Snow Catholic Academy

Inspiring all to live, learn and love in the light of Jesus.

(cf John 8:12)



PERSONNEL SPECIFICATION

LUNCHTIME SUPERVISOR

Attributes	Essential	Desirable	How Identified
Relevant Experience	<ul style="list-style-type: none"> • Experience of working with children / young people. • Experience of encouraging the development of relationships between children / young people. 	<ul style="list-style-type: none"> • Previous experience of working as a lunchtime supervisor 	Application form Interview / References
Qualifications	<ul style="list-style-type: none"> • Basic Health & Safety Awareness • Knowledge of and commitment to Equality and Diversity and how this relates to the duties of the job • 	<ul style="list-style-type: none"> • Willingness to attend appropriate training courses to fulfil the functions of the job • First Aid Qualification • Relevant Qualifications relating to childcare or child development 	Application form Interview / References
Special Skills and Attributes	<ul style="list-style-type: none"> • The ability to relate to children / young people from diverse ethnic / social backgrounds • Verbal communication skills in order to liaise with children / young people and off staff members • The ability to react in a positive manner to difficult situations which may arise amongst children / young people • Ability to keep problems in perspective and be patient • Able to read and understand simple verbal and written instructions 	<ul style="list-style-type: none"> • Aware of Health & Safety issues • Knowledge of child protection issues and procedures 	Application form Interview / References

'An outstanding school, which is deeply committed to the Catholic mission... this school inspires all within this faith community to live life to the full.' Ofsted 2017

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Attributes	Essential	Desirable	How Identified
	<ul style="list-style-type: none"> • Ability to work with children / young people exhibiting behaviour difficulties 		
Social Skills	<ul style="list-style-type: none"> • Flexible approach to work • Awareness of the importance for confidentiality • Ability to work with a variety of different people • Courteous and polite • Be able to work with a team and independently • A calm manner when dealing with incidents e.g. accidents or fallings out 	<ul style="list-style-type: none"> • Previous experience of dealing with a range of people and behaviours • Sense of humour 	Application form Interview / References
Motivation	<ul style="list-style-type: none"> • Enthusiasm and energy to work as part of a team • Committed to providing a high quality service 	<ul style="list-style-type: none"> • Know a range of playground games to entertain the children 	Application form Interview / References
Physical Characteristics	<ul style="list-style-type: none"> • Good attendance record • Flexible approach • Project professional image for the school • Eager to help the children engage in play activities and ability to create games to keep children occupied 	<ul style="list-style-type: none"> • 	Application form Interview / References
Disclosure of Criminal Record (DBS)	<ul style="list-style-type: none"> • Clear Enhanced DBS 	<ul style="list-style-type: none"> • 	Application form Interview / References/ DBS check