



# Tanners Brook Primary School

## Person Specification

### Lunchtime Supervisory Assistant

Salary:	Grade B (FTE Salary £18,561 – £18,876) (Actual Annual Salary £2,145 - £2,182)
Hours:	5 hours per week, term time only
Requirements:	A friendly and caring person, who enjoys working with children
More Information:	The successful candidate will be subject to Disclosure and Barring Service checks and other relevant pre-employment checks

#### Principle Responsibilities

- To be responsible for ensuring the safety, welfare, and good conduct of pupils during the lunchtime break
- To promote the school's belief in creating a safe environment for pupils through robust safeguarding practices and maintaining an environment where pupils feel confident to approach any member of staff with a concern

#### Experience

##### **Essential**

Passionate about working with children

Willingness to work with children across the primary age range as well as The Early Years

##### **Desirable**

Experience of lunchtime supervisory role or experience of working with children in a school environment

Experience of actively initiating and promoting play activities with children

Successful completion of relevant training courses, for example first aid, hygiene etc

Experience of working effectively as a member of a team

#### Skills

##### **Essential**

Effective communicator with both children and other adults

Ability to work effectively as a part of a team

Ability to motivate and positively interact with children

Ability to inspire trust and confidence in pupils

Ability to engage children in cooperative play and to settle disputes between children calmly and fairly

React calmly and appropriately in an emergency, with the health and safety of both pupils and staff as a prime concern

Ability to supervise and organise pupils during the dining hall and during lunchtime play

Ability to promote the safe and appropriate use of play equipment through example and guidance

Ability to maintain confidentiality, where appropriate

Ability to show initiative and to apply effective strategies to deal with situations which may arise

##### **Desirable**

Understanding of guidance and requirements around safeguarding children and/or an up-to-date safeguarding qualification

Understanding of effective behaviour management strategies

Play leader skills and/or experience

First Aid and/or Food Hygiene qualification

## Personal Attributes

### **Essential**

Reliable

Calm and patient

Positive and enthusiastic

Good role model

Empathetic and approachable

A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school and the HISP Multi Academy Trust

Ability to work as part of a team

A commitment to maintaining confidentiality at all times, where appropriate

Commitment to safeguarding, to promoting the welfare of pupils at the school, and to equality

### Other

#### **Essential**

Excellent punctuality and attendance

Successful completion of DBS and other pre-employment checks



Part of the HISP Multi  
Academy Trust