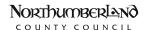
Post Title: Lunchtime Supervisory Assistant		Director/Service/Sector: Children's Services		Office Use
Grade: Band 1 scale point 1 to 2		Workplace: Seghill First School		JE ref:
Responsible to: Headteacher		Date: 01 September 2019	Lead & Man Induction:	HRMS ref:
Job Purpose: Under the	e direction of the Headteacher,	to ensure the safety, welfare and	good conduct of pupils during the	e midday break period.
Resources Staff	None.	•		
Finance	None.			
Physical	None.			
Clients	None.			
 Supervise and sulting good Establishing good Comply with all sulting Work in such a with all sulting Participate in train 	ipport children in their access to d relationships with pupils; respo chool polices relating to: Health ay to promote the ethos and vis ning and development	onding to the needs of each indiv and Safety; Child Protection and	ridual child and ensuring acceptand I Safeguarding	ce of each child
Work Arrangements				
Physical requirements: Transport requirements: Working patterns: Working conditions:	Continuous standing and walki None. Monday to Friday lunchtime wo Outside working.			
Signed				
		· · · · · · · · · · · · · · · · · · ·		
Signed		Headteacher		
Date				



PERSON SPECIFICATION

Post Title: Lunchtime Supervisory Assistant	Director/Service/Sector: Children's Services	Ref: SG9
Essential	Desirable	Assess by
Qualifications and Knowledge	•	
Experience of working with and caring for children of the relevant age		
Experience		
No specific experience in the workplace is necessary.	Some experience in a similar environment.	
Skills and competencies		
Ability to follow straightforward oral and written instructions and to keep	Current restraint techniques	
basic work records.		
Physical skills related to the work.		
Appropriate first aid training		
Working as a member of a team		
Physical, mental and emotional demands		
Ability to work outdoors all year round.		
Motivation		
A commitment to providing a quality service to customers.	A willingness to undertake job related training.	
Other		

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits