### PERSON SPECIFICATION

**Job Title:** Lunchtime Supervisor  
**Job No:**  
**Grade:** GR2  
**Division:**  
**No of Post:** 2  
**Section:**

#### Method of Assessment (M.O.A.)
A.F. = Application Form; I = Interview; T = Test or Exercise; P = Presentation

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<th>CRITERIA</th>
<th>ESSENTIAL</th>
<th>M.O.A.</th>
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| **EXPERIENCE**  
(Relevant work and other experience) | Experience working with children  
Experience working in a team | AF/I  
AF/I |
| **SKILLS AND ABILITIES**  
(Eg Written communication skills, dealing with the public) | Be committed to the ethos and values of the school  
Be able to encourage children to achieve these aims through keeping the school’s behaviour code  
Develop good appropriate relationships with children and staff  
Communicate positively and effectively to children and listen to them  
Actively contribute to a happy safe and supportive play environment  
Able to work within a team | AF/I  
AF/I  
AF/I  
AF/I  
AF/I  
AF/I |
| **TRAINING** | Willing to undertake appropriate training | AF/I |
| **EDUCATION/QUALIFICATIONS**  
**NB** Full regard must be paid to overseas qualifications |  |
| **OTHER** | Approachable, sympathetic, enthusiastic, patient, resourceful | AF/I |

ALL STAFF ARE EXPECTED TO BE COMMITTED TO THE CITY COUNCIL’S EQUAL OPPORTUNITIES POLICY