Person Specification – Lunchtime Activities Co-ordinator

School: All Saints CE Primary School

Job Title: Lunchtime Activities Co-ordinator

Grade: Grade 4

|  | **Essential** | **Desirable** | **How assessed** |
| --- | --- | --- | --- |
| Qualifications | **N/A** | **First Aid Certificate** | App/Doc |
| ExperienceExperience of working with children | **✓** |  | App/Ref |
| KnowledgeAn empathy with and an understanding of the needs of children and colleaguesA basic knowledge and understanding of the importance of health related exerciseA knowledge of basic health and safety | **✓****✓****✓** |  |  |
| **Skills/Attributes**Ability to be assertive when necessaryAbility to understand and follow relevant procedures, e.g. health and safety, child protection (including issues regarding restraint), school behaviour policyAbility to promote calm and encourage good behaviourA happy, pleasant and warm personalityA love of working with childrenWillingness to undertake further training as required.Punctual and well presented.Effective interpersonal communication skills | **✓****✓****✓****✓****✓****✓****✓****✓** |  |  |
| **Safeguarding**Knowledge / awareness of equal opportunities in schoolRecognise the importance of confidentiality and child protection within the school community | **✓✓** |  |  |
| **General Circumstances**Attendance - evidence of regular attendance at workAn understanding of, and commitment to, Equal Opportunities, and the ability to apply this to strategic work and day-to-day situations | **✓****✓** |  | App/Ref/MedApp/Int |
| **Factors not already covered**Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Equality Act 2010. | **✓** |  | Med |

**App = Application Form**

**Test = Test**

**Int = Interview**

**Pre = Presentation**

**Med = Medical Questionnaire**

**Doc = Documentary Evidence (E.g., Certificates)**