

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 |
| Experience Experience of working with children | **✓** |  | App/Ref |
| Knowledge An empathy with and an understanding of the needs of children and colleagues  A basic knowledge and understanding of the importance of health related exercise  A knowledge of basic health and safety | **✓**  **✓**  **✓** |  |  |
| **Skills/Attributes**  Ability to be assertive when necessary  Ability to understand and follow relevant procedures, e.g. health and safety, child protection (including issues regarding restraint), school behaviour policy  Ability to promote calm and encourage good behaviour  A happy, pleasant and warm personality  A love of working with children  Willingness to undertake further training as required.  Punctual and well presented.  Effective interpersonal communication skills | **✓**  **✓**  **✓**  **✓**  **✓**  **✓**  **✓**  **✓** |  |  |
| **Safeguarding**  Knowledge / awareness of equal opportunities in school  Recognise the importance of confidentiality and child protection within the school community | **✓    ✓** |  |  |
| **General Circumstances**  Attendance - evidence of regular attendance at work  An understanding of, and commitment to, Equal Opportunities, and the ability to apply this to strategic work and day-to-day situations | **✓**  **✓** |  | App/Ref/  Med  App/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)**