



Lunchtime Supervisor at Skelton Primary School
12.10pm- 1.10pm daily. Term time only
To start as soon as possible

We hope to employ a lunchtime supervisor to join our school family as soon as possible. The successful candidate will join our lunchtime team who support our children outside in their play and within the hall and classrooms during poor weather.

The successful candidate will:

- Receive training in first aid
- Follow all Health & Safety legislation
- Liaise with the other lunchtime staff and teaching staff to ensure the best provision for our children
- Have a sense of humour and a commitment to our school family

Informal visits by prospective candidates are welcomed and can be arranged by contacting the school.

Application forms and further details are available from and returnable to Sarah Walker, Head teacher.

Closing date noon on Friday April 25th .

Skelton Primary School is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment. This post is subject to a full DBS disclosure along with other relevant employment checks.

Personal Specification



Please note: all points in the personal specification are important, but candidates must fulfil all elements of the essential criteria. Potential applicants are asked to apply using the attached form with a covering letter of no more than one side of A4. Good luck!

Criteria	ESSENTIAL	DESIREABLE	EVIDENCE
Experience		Previous experience working as a lunchtime supervisor	A + R
Skills & abilities	<ol style="list-style-type: none"> 1. Self motivation with commitment to punctuality and reliability 2. Effective communication skills 3. Ability to work in a team and capable of good relationships 	A current Driving Licence	A + R + Q + I
Education/ qualifications/ knowledge		<ol style="list-style-type: none"> 1. Appropriate qualification with children at NVQ2 Level 2. First Aid Training certificate 	A + Q
Other requirements	<ol style="list-style-type: none"> 1. Flexible approach to work by responding to the needs of the services including, at times, requirements to work beyond normal working hours 2. Commitment to own continuous personal and professional development 3. Strong team player, committed to an ethos of continuous improvement 4. Proven ability to respond to internal and external pressures of the role 5. Proven ability of ensuring that deadlines are met and work is prioritised accordingly 	<ol style="list-style-type: none"> 1. Contactable by telephone 2. Evidence of own continuous personal and professional development 	A + R + I
Commitment to equal opportunities	<ol style="list-style-type: none"> 1. Commitment to equal opportunities and the ability to recognise the needs of different service users 	Evidence of having completed training in equality and diversity awareness	A + I

A = APPLICATION FORM Q= QUALIFICATION I = INTERVIEW R = REFERENCE