



# St. Ethelbert's Catholic Primary School

## Midday Meals Supervisor Person Specification

*'High Expectations for all, in the Light of Christ'*

*Inclusion*

*Thoughtfulness*

*Knowledge*

		Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>- First aid training (or willingness to complete it)</li> </ul>		<b>D</b>
<b>Experience</b>	<ul style="list-style-type: none"> <li>- Relevant experience within the context of the role.</li> <li>- Experience working in a school environment or other educational setting</li> <li>- Experience working with children / young people</li> </ul>		<b>D</b>  <b>D</b>  <b>D</b>
<b>Skills</b>	<ul style="list-style-type: none"> <li>- Good literacy and numeracy skills</li> <li>- Ability to respond quickly and effectively to issues that arise</li> <li>- Ability to use own initiative and take action accordingly</li> <li>- Effective communication with adults and children</li> <li>- Ability to follow instructions from senior team members</li> <li>- Ability to have a firm but fair approach to handling behaviour issues in line with the school's policies</li> <li>- Ability to build effective working relationships with colleagues</li> </ul>	<b>E</b> <b>E</b>  <b>E</b> <b>E</b>  <b>E</b>  <b>E</b>	
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>- The ability to create a happy, challenging and effective learning environment.</li> <li>- Helpful, positive, calm and caring nature.</li> <li>- Excellent speaking and listening skills.</li> <li>- Understanding of safeguarding and child protection procedures.</li> <li>- Good knowledge of the work of the school and school systems and processes</li> </ul>	<b>E</b>  <b>E</b> <b>E</b> <b>E</b>  <b>E</b>	

<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• Commitment to supporting and understanding pupil needs</li> <li>• Uphold and promote the ethos and values of the school</li> <li>• Maintain confidentiality at all times</li> <li>• Commitment to safeguarding, equality, diversity and inclusion</li> <li>• Have effective oral and written communication skills</li> <li>• Have good organisational and time management skills</li> <li>• Remain calm under pressure and be able to adapt to change quickly</li> </ul>	E E E  E E E  E	
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**Application Form and Support Statement**

**The form must be fully completed and legible. The supporting statement should be clear, concise and related to the specific post.**