



Quarrydale Academy

Person Specification

Lunchtime Supervisor (Grade 1)

Category/Item	Essential	Desirable	Evidence		
			A	I	O
Experience/Knowledge					
Experience / knowledge necessary to undertake supervision & support of children (in the dining area and Academy grounds).	X	-	X	X	-
Awareness of children with special educational needs (dietary, emotional, physical).		X	X	X	-
Awareness of how to look after pupils on special or restricted diets for medical reasons.		X	X	X	-
Awareness of basic health & safety and first aid procedures, fire evacuation procedures.	X	-	X	X	-
Education/Training					
Good literacy and numeracy skills gained from general education or equivalent experience	X	-	X	X	-
Skills/Aptitudes					
Ability to Interpret instructions and resolve issues or problems that may occur as part of routine duties e.g. dealing with an upset child, dealing with unruly behaviour, cleaning bodily fluids and food spillages and using the correct materials for spillages.	X	-	X	X	-
Ability to Converse with others regarding personal or detailed information e.g. contacting senior member of staff regarding pupil's welfare, report to class teachers / senior member of staff any incidents that they should be aware of, encouraging all pupils to eat especially those with special needs or disabilities, encouraging all pupils to act responsibly.	X	-	X	X	-

Ability to assess the factors with regard to a range of problems or issues may be necessary before deciding on the best cause of action e.g. To deal with pupil behaviour problems and report persistent challenging behaviour to the senior leader	X	-	X	X	-
Walking, bending, stretching, lifting, moving and handling furniture and equipment form a regular part of the job. e.g. helping to clear tables and wipe spillage, clearing away plates and cutlery, stacking & moving tables & chairs as required, walking & standing to supervise queues/dining arrangements and outside areas	X	-	X	X	-
Specific requirements					
Provision of security, safety and well-being of pupils in the school and its grounds.	X	-	X	X	-
The post will involve some exposure to disagreeable conditions e.g. clearing up food spillage, pupils' bodily fluids (i.e. vomit, blood), working in varying weather conditions and may require the job holder to deal with angry or upset pupils which may expose the job holder to some unpleasantness and discomfort.	X	-	X	X	-