

# ***Low Moor C. of E. Primary School***

## **Job Description and Personnel Specification**

**POST TITLE:** Lunchtime Supervisor

**PRIME OBJECTIVES OF THE POST:**

To ensure the supervision and safety of children throughout the midday break.

**SUPERVISORY/MANAGERIAL RESPONSIBILITIES:**

None.

**SUPERVISION AND GUIDANCE:**

Responsible to the Headteacher, through the Senior Lunchtime Supervisor, receiving instruction and reporting as necessary.

**RANGE OF DECISION TAKING:**

Relating to supervision and safety of children.

**RESPONSIBILITY FOR ASSETS, MATERIALS ETC:**

General classroom, playground and dining room equipment.

**RANGE OF DUTIES:**

To ensure the supervision and safety of children throughout the midday break.

Bradford is an Equal Opportunities Employer and requires employees to carry out its policies concerning racial and sex equality and the rights of people with disabilities both in terms of equal opportunity for employment and access to the Council Services. Job Share applicants welcome for all full time posts unless otherwise stated in the advertisement.

## Specification

	Essential	Desirable	How Identified
Experience	None	<p>Experience of working with children of appropriate age</p> <p>Experience of working with children with special educational needs and disabilities</p>	<p>Application Form/ Interview</p> <p>Application Form/ Interview</p>
Qualifications	None	First Aid, Child Care or Nursing Qualification	Application Form/ Certificates
Training	None	Willingness to participate in training	Interview
Practical and Intellectual Skills	Able to show initiative regarding the safety of pupils.		Interview

**This Personnel Specification**

This personnel specification describes the job requirements on which the shortlisting and selection decisions will be based. To be selected for appointment you must be able to show that you meet all the “essential” requirements for the post. The very best candidates are also likely to meet some or all of the “desirable” criteria. To ensure that the shortlisting panel can make a proper assessment of your suitability for the post, please ensure that your application shows how you meet the requirements set out in the personnel specification.

**References and Police Checks**

All offers of appointment will be subject to receipt of satisfactory references. Specified posts which involve substantial one to one access to children will be subject to a search of Police criminal records and appointment to these posts will be conditional upon confirmation by the Police of information provided to us by the applicant.

**Equal Rights**

Bradford is an equal rights employer and requires its employees to carry out its policies concerning racial and sex equality and the rights of people with disabilities both in terms of equal opportunity for employment and access to the Council's services.

**Job Sharing**

Job Share applicants are welcome to apply for all full-time posts unless otherwise stated in the advertisement.

**Disabled Applicants**

Disabled applicants for Central Services vacancies are guaranteed an interview if they meet the essential requirements of the Personnel Specification. As an equal rights employer Bradford Council is committed to make any necessary reasonable adjustments to the selection process, the job role and the working environment that would enable access to employment opportunities for disabled people. Where a disabled applicant is being assessed the selection panel's decisions will be based on an assessment of that person's expected capabilities once reasonable adjustments have been made.

Signed.....(Headteacher)                      Date.....

I acknowledge that I have seen and received a copy of the above job description

Signed..... (Member of staff)                      Date.....