



**St. Peter's C.E. Primary**  
**Person Specification**  
**Post: Midday Supervisor**

E = Essential  
D = Desirable

**Where Measured**

**AF – Application Form**  
**I – Interview**  
**R - References**

**Skills**

- Supervision of pupils in the dining hall, playground areas and school premises and associated duties of cleaning up spillages, clearing and cleaning tables, supervising hand-washing, training children in their feeding and good table manners, reporting all accidents to the head or designated officer, maintain good discipline and encourage high standards of pupil behaviour at all times, initiating games and activities appropriate to the age of the children;
- Undertake other duties commensurate with the level of responsibility that may be allocated;
- Observe the boundaries of the role, complying with the School's Data Protection policy and Code of Practice within the service area of the post and respecting other confidential information;
- Compliance with the School's Whistle Blowing Policy
- Knowledge of first aid and compliance with the School's Health and Safety Policy and associated safe working practices and guidelines;
- Communicate effectively (both orally and in writing) to an appropriate standard;
- To comply with the School's comprehensive Equality Policy and to ensure that it is implemented within the service area of the post.
- Examine systems critically, and suggest ways of improving efficiency.

E

AF, I

E

I

E

I

E

I

E

I

E

I

E

AF, I

D

AF, I

**Experience**

- Experience with children as a parent, carer, volunteer or in previous employment

E

AF

**Qualities**

- Calm under pressure
- Empathetic
- Well-organised
- Able to communicate well with staff and children.
- Creative
- Resourceful
- Patient

E

I

E

I

E

I

E

I

E

I

E

I

E

I