ROCHDALE BOROUGH COUNCIL

**PERSON SPECIFICATION**

**Lunchtime Organiser (+) Grade 2 (SCP) 3-4**

**Note to Applicants**

**This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment**.

1. **The *Essential* Criteria are for the qualifications, experience, skills or knowledge you MUST SHOW YOU HAVE to be considered for the job.**
2. **The *Desirable* Criteria are used to help decide between candidates who meet ALL the Essential Criteria.**
3. **The *How Identified* column shows how the Council will obtain the necessary information about you.**
4. **If the How Identified column says the Application Form next to an Essential Criteria or a Desirable Criteria, you MUST include in your application enough information to show how you meet this criteria. You should include examples from your paid or voluntary work.**

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| **ATTRIBUTES** | **ESSENTIAL** | **HOW IDENTIFIED** | **DESIRABLE**  | **HOW IDENTIFIED** |
| **QUALIFICATIONS** **AND EXPERIENCE** | * To be Literate and Numerate
1. Willingness to participate in relevant training and development opportunities.
 | Application Form/Checking of Certificates  | * Level 2 Certificate in Supporting the wider curriculum
* To possess GCSE English and Mathematics at Grade A\*- C, or GCSE Level 4 - 9, or a Level 2 qualification in Literacy and Numeracy.

***If appropriate to the school*** - Willingness to undertake specific training in :Playground behaviourFacilitating play* Active preparation of playground learning materials.
* Experience of working with and/or caring for children within an educational setting.
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| **SKILLS AND KNOWLEDGE** | 1. Ability to work effectively within a team environment, understanding roles and responsibilities.
2. Ability to build effective working relationships with all pupils and colleagues.
3. Ability to promote a positive ethos and role model positive attributes.
 | Application Form/Interview |  |  |
| **SKILLS AND KNOWLEDGE** | 1. Ability to communicate effectively particularly when dealing with professional staff.
2. Ability to simple records of incidents/accidents.
3. Ability to engage with pupils in playground/dining room.
4. Ability to provide support for the medical care of pupils.
5. Awareness and basic understanding of school curriculum ***(within specified age range).***
6. Experience of working with &/or caring for children ***(within specified age range).***

***To work towards demonstrating**** High expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising their education achievements.
* Ability to build and maintain successful relationships with pupils, treat them consistently, with respect and consideration, and demonstrate concern for their development as learners.
* Demonstrate and promote the positive value, attitudes and behaviour you expect from the pupils with whom you work.
 | Application Form/Interview |  |  |

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| **SPECIAL WORKING CONDITIONS** | * Providing hygiene care to pupils.
* Lifting and carrying equipment as required.
* Must be prepared to work in any area of the school during the period of work.
* The ability to converse at ease with customers and service users and provide advice in accurate spoken English.
 | Application Form  |  |  |