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 behaviour  Facilitating play   * Active preparation of playground learning materials. * Experience of working with and/or caring for children within an educational setting. |  |
| **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 |  |  |