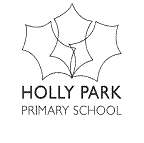
** PERSON SPECIFICATION**

**Mealtime Supervisor**

**Holly Park School**

Location: A Community Schools within London Borough of Barnet

Job Title: Mealtime Supervisor

Grade: A

Reports to: Headteacher, Deputy Headteacher and Business Manager

**Knowledge, training and experience**

* Good numeracy and literacy skills
* Knowledge of relevant school policies and procedures such as child protection, health and safety, equal opportunities, behaviour, discipline and bullying etc.
* Knowledge of cultural and religious dietary requirements
* Knowledge of food allergies
* Willingness to undertake training and attend courses as required, such as first aid, games, behaviour

**Skills**

Planning, organising and controlling skills

* Planning to ensure the welfare and safety of children throughout the mealtime break
* Planning to ensure that all tasks are completed within strict and given timescales, such as all children have lunch within mealtime break, dining areas ready at set time etc.
* Planning pupils dining times around clubs/groups timetables
* Some pre-planning of play activities, such as set activities on certain days

**Communication and influencing skills**

* Communicate according to child(ren)’s needs, such as culture, age, additional support needs etc.
* Supervise groups of children and encourage good behaviour within dining areas and playgrounds
* Encourage and motivate good behaviour through playing of games
* Provide feedback to class teacher/all school staff and complete incident reports/alert forms

**Initiative and Innovation skills**

* Work within and comply with school policies and procedures relating to child protection, health and safety, security, equal opportunities, behaviour, bullying and discipline
* Use of initiative in ensuring that school routines are followed, such as entry and exit of playgrounds and dining areas
* Use of initiative in dealing with incidents that arise from ensuring welfare and safety of children at mealtime break, such as minor injuries, incidents of bullying, deciding when to call for additional help
* Use of initiative in playing games to promote and motivate good behaviour