

ROCHDALE BOROUGH COUNCIL
PERSON SPECIFICATION

Lunchtime Organiser

Grade 1 (SCP) 1-3

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.

- The *Essential* Criteria are for the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.
- The *Desirable* Criteria are used to help decide between candidates who meet **ALL** the Essential Criteria.
- The *How Identified* column shows how the Council will obtain the necessary information about you.
- 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.

| ATTRIBUTES | ESSENTIAL | HOW IDENTIFIED | DESIRABLE | HOW IDENTIFIED |
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| QUALIFICATIONS AND EXPERIENCE | <ul style="list-style-type: none">• To be Literate and Numerate• Willingness to participate in relevant training and development opportunities. | Application Form/Checking of Certificates | <ul style="list-style-type: none">• 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. | Application Form/Checking of Certificates |

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| SKILLS AND KNOWLEDGE | <ul style="list-style-type: none"> • Ability to work effectively within a team environment, understanding roles and responsibilities. • Ability to build effective working relationships with all pupils and colleagues. • Ability to promote a positive ethos and role model positive attributes. • Ability to communicate effectively particularly when dealing with professional staff. • Ability to make simple records of incidents/accidents. • Ability to engage with pupils in playground/dining room. • Ability to provide support for the medical care of pupils. • Awareness and basic understanding of school curriculum (<i>within specified age range</i>) • Experience of working with and/or caring for children (<i>within specified age range</i>) <p><i>To work towards demonstrating</i></p> <ul style="list-style-type: none"> • 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 | <ul style="list-style-type: none"> • 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 | | |
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