

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
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. <p><i>If appropriate to the school -</i> Willingness to undertake specific training in : Playground behaviour Facilitating play</p> <ul style="list-style-type: none"> • Active preparation of playground learning materials. • Experience of working with and/or caring for children within an educational setting 	Application Form/Checking of Certificates

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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