

Job Title	Lunchtime Supervisory Assistant	School	Dingle Community Primary School
Post Number	SCH013		
Grade	2 SCP 3	Salary	£19123 FTE (under 5 years service) £3876 actual (2024 Pay Award Pending)

<u>Experience</u>	Application	Interview	Test
<ul style="list-style-type: none"> Demonstrable recent and relevant experience of working with or caring for children of an appropriate age, e.g. primary school age 	√	√	
<u>Qualifications and Training</u>			
<ul style="list-style-type: none"> Good numeracy and literacy skills Willingness to undertake appropriate training, including First Aid, as deemed necessary and relevant to the role General understanding of school policies and procedures, e.g. Health and safety, behaviour, equal opportunities and child protection 	√	√	
<u>Practical Skills</u>			
<ul style="list-style-type: none"> A basic knowledge of first aid Ability to act positively in event of an accident/incident Excellent communication skills Be responsible for the care and well-being of pupils and developing good personal and social skills Be reliable and dedicated, have an interest in working with children Be an excellent role model by demonstrating qualities of compassion Trustworthiness and politeness 	√	√	
<u>Personal Qualities and Attributes</u>			
<ul style="list-style-type: none"> Ability to work as part of a team Ability to follow verbal instructions and comply with work rotas Have an awareness of confidentiality and Data Protection To actively promote our commitment to safeguarding and the welfare of children. 		√	

Prepared By

Lisa Hall, School Business Manager

Review Date

19.09.2024

Dingle Community Primary School is committed to safeguarding and promoting the welfare of children. Safe recruitment of staff is central to this commitment. We will ensure that our recruitment policies and practices are robust, and that our selection procedures prevent unsuitable people from gaining access to children and young people.

It should be noted when applying for a post at Dingle Community Primary School that we follow the updated Keeping Children Safe in Education guidance that states, "As part of the shortlisting process schools and colleges should consider carrying out an online search as part of their due diligence on the shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which the school or college might want to explore with the applicant at interview."

