

**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                                   |
|--------------------------------------|---|--|--|--|
| <b>QUALIFICATIONS AND EXPERIENCE</b> | <ul style="list-style-type: none"> <li>• To be Literate and Numerate</li> <li>• Willingness to participate in relevant training and development opportunities.</li> </ul> | <b>Application Form/Checking of Certificates</b> | <ul style="list-style-type: none"> <li>• Level 2 Certificate in Supporting the wider curriculum</li> <li>• To possess GCSE English and Mathematics at Grade A*- C, or GCSE Level 4 - 9, or a Level 2 qualification in Literacy and Numeracy.</li> </ul> <p><i><b>If appropriate to the school -</b></i><br/>Willingness to undertake specific training in :<br/>Playground behaviour<br/>Facilitating play</p> <ul style="list-style-type: none"> <li>• Active preparation of playground learning materials.</li> <li>• Experience of working with and/or caring for children within an educational setting</li> </ul> | <b>Application Form/Checking of Certificates</b> |

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| <p><b>SKILLS AND KNOWLEDGE</b></p> | <ul style="list-style-type: none"> <li>• Ability to work effectively within a team environment, understanding roles and responsibilities.</li> <li>• Ability to build effective working relationships with all pupils and colleagues.</li> <li>• Ability to promote a positive ethos and role model positive attributes.</li> <li>• Ability to communicate effectively particularly when dealing with professional staff.</li> <li>• Ability to make simple records of incidents/accidents.</li> <li>• Ability to engage with pupils in playground/dining room.</li> <li>• Ability to provide support for the medical care of pupils.</li> <li>• Awareness and basic understanding of school curriculum (<b><i>within specified age range</i></b>)</li> <li>• Experience of working with and/or caring for children (<b><i>within specified age range</i></b>)</li> </ul> <p><b><i>To work towards demonstrating</i></b></p> <ul style="list-style-type: none"> <li>• High expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising their education achievements.</li> <li>• Ability to build and maintain successful relationships with pupils, treat them consistently, with respect and consideration, and demonstrate concern for their development as learners</li> <li>• Demonstrate and promote the positive value, attitudes and behaviour you expect from the pupils with whom you work.</li> </ul> | <p><b>Application Form/Interview</b></p> |  |  |
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| <p><b>SPECIAL WORKING CONDITIONS</b></p> | <ul style="list-style-type: none"> <li>• Providing hygiene care to pupils.</li> <li>• Lifting and carrying equipment as required.</li> <li>• Must be prepared to work in any area of the school during the period of work.</li> <li>• The ability to converse at ease with customers and service users and provide advice in accurate spoken English.</li> </ul> | <p><b>Application Form</b></p> |  |  |
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