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	• To be Literate and Numerate • Willingness to participate in relevant training and development opportunities.	**Application Form/Checking of Certificates**	• 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. ***If appropriate to the school*** - Willingness to undertake specific training in : Playground behaviour Facilitating play • 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	• 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 ***(within specified age range)*** • Experience of working with and/or caring for children ***(within specified age range*** ***To work towards demonstrating*** • 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**		

SPECIAL WORKING CONDITIONS	• 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**		