



**HECKMONDWIKE**  
GRAMMAR SCHOOL

**Person Specification: Lunchtime Supervisor**

E = Essential D = Desirable

<b>1</b>	<b>Aptitudes</b>		<b>Evidenced by</b>
1.1	To communicate effectively with all staff, students and visitors	E	A, I, R
1.2	To be able to relate to young people between the ages of 11 to 18	E	A, I, R
1.3	To be enthusiastic and have a positive attitude	E	A, I, R
1.4	To have the ability to work well within a team	E	A, I, R
1.5	To be able to remain calm under pressure	E	A, I, R
1.6	To take initiative and work independently	E	A, I, R
1.7	To be able to apply school behaviour management policy with confidence and consistency	E	I, R
<b>2</b>	<b>Characteristics</b>		
2.1	Open, honest and approachable	E	A, I, R
2.2	Willingness to be flexible in order to meet the needs of the school	E	I, R
2.3	Self-motivated and hard working	E	A, I, R
2.4	Sense of optimism	E	I, R
2.5	Professional approach	E	A, I, R
2.6	High levels of integrity	E	A, I, R
<b>3</b>	<b>Qualifications and Experience</b>		
3.1	Previous experience in a similar role	D	A, I
3.2	Experience of working within an educational setting	D	A, I
3.3	Relevant first aid certificate	D	A, I

A = Application Form

I = Interview

R = References