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| **Walter Infant School and Nursery**  Wokingham  Logo colour No 3 PERSON SPECIFICATION |  |

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| School:WALTER INFANT SCHOOL AND NURSERY | **Education & Community Services** |
| **Job Title: LUNCHTIME CONTROLLER** | **Part time (7 hours 30 mins per week) term time only. Permanent** |
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| **Qualifications/Education/Training:** | |
| First aid training is desirable | |

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| **Experience** |
| Experience of working with children in an educational setting is desirable |

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| **Knowledge, Skills and Abilities** |
| * Be able to communicate professionally with colleagues, other professionals and most importantly, young children * Good verbal and written communication skills using accurate written and spoken English * The ability to follow specific instructions from the Lunchtime Supervisor, class teachers or senior management team * Willingness to adhere to school polices and codes of practice and awareness of relevant legislation such as equal opportunities, SEN and H&S * A complete understanding of the importance of confidentiality and safeguarding and the ability to follow child safeguarding procedures as directed * The ability to maintain a professional demeanour in challenging situations * Good organisational skills; creative, calm, proactive and forward thinking * Flexible and reliable   You will have the ability to contribute to creating a safe and happy learning environment involving:   * Working as a member of a team, offering support and guidance appropriately * demonstrating good quality practice   You will also:   * set high expectations of pupils’ behaviour have the ability to liaise effectively and sensitively * have the ability to work closely with all staff both in the classroom and within the whole school * be able to adapt to changing situations and to make good decisions quickly * enjoy having fun and have a good sense of humour |