

## PERSON SPECIFICATION

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**Walter Infant School & Nursery**  
Wokingham

<b>School: WALTER INFANT SCHOOL &amp; Nursery</b>	<b>Education &amp; Community Services</b>
<b>Job Title: LUNCHTIME CONTROLLER</b> <ul style="list-style-type: none"><li>• <b>Position 1: Monday to Friday lunchtimes 11.25am – 12.30pm (5 hrs 25 mins per week)</b></li><li>• <b>Position 2: Monday to Friday lunchtimes 12.00pm – 1.05pm (5 hrs 25 mins per week)</b></li></ul>	<b>Part Time, Term Time only, Permanent</b>

### Qualifications/Education/Training:

First aid training is desirable

### Experience

Experience of working with children in an educational setting is desirable

### 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, SEND 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