

Lunchtime Activity Champion 2024

Personal Specification

Qualification and Experience	- No formal qualifications required - Good Standard of Education desirable - The post holder may have previous experience in a caring profession on a paid or voluntary basis. Desirable: 1st aid certificate
Personal skills/attributes	- Good interpersonal skills. - Able to relate effectively to pupils and adults. - Able to work within the school behaviour management policy. - Able to assist with behaviour problems and report such problems appropriately. - Able to provide sensitive and appropriate welfare support to pupils. - Able to engage with children in play and encourage positive play. - Able to act as a positive role model - Able to defuse situations and act calmly when challenged - Able to accurately follow verbal instructions given by line manager - Punctual, reliable and trustworthy Desirable: - Able to assist with personal care
Professional Values and Practice	- Have a flexible and adaptable approach to work, be willing to go the extra mile to get the job done for the benefit of our pupils, our colleagues and for yourself. - Have a happy and positive attitude to the work you undertake. - Be emotionally resilient and respond to situations in a calm, professional manner at all times, especially when faced with a complaint - Be collaborative, working in partnership with colleagues. - The capacity and enthusiasm to learn, be self-motivated, reflective, creative and innovative in order to continuously improve. - To have a strong awareness of professionalism and respect for confidentiality. - At all times model good relationships, attitudes, behaviour. - To be able to self-evaluate your own performance, keep own knowledge and skills up to date, and participate in relevant training and CPD opportunities as required. - Willingness to attend occasional meetings outside of normal hours. - Understand and respect social, cultural, linguistic, religious and ethnic backgrounds.

Summative Agreement

Confidentiality	- I will treat all information about children, families and staff discreetly with regard to confidentiality and data protection, and will report all concerns to the appropriate person(s). - I will adhere to the Trust's code of conduct and all other school policies. - I will comply with all Trust policies and procedures related to equality, safeguarding, and e-safety and will report any concerns to the appropriate person(s). - I agree to take care of my own and other's safety at all times and to carry out my duties in accordance with the Trust's Health and Safety policy and procedures. - On joining the Trust, I agree to attend Induction sessions and complete all related tasks as required.
Code of conduct	
Safeguarding	
Health and Safety	
Induction	

This person specification is provided to assist staff to understand and appreciate the work content of their post and the role they are to play in school. It does not comprise a full and comprehensive list of all the tasks that the post holder will undertake in fulfilling their responsibilities, and may also be subject to amendment or modification at any time in consultation with the post holder.

Agreed by post holder _____ Date _____

Date of this review: September 2026	Date of next review: September 2027
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