

MORAY COUNCIL

JOB DESCRIPTION

(1) JOB IDENTITY

POST TITLE: Lunchtime Auxiliary	DEPARTMENT: Education, Communities & Organisational Development
SECTION:	LOCATION:
REPORT TO: Head Teacher	
GRADE: 2	POST NO:

(2) JOB PURPOSE AND WAY OF WORKING

To provide supervision of children remaining on school premises during the lunch period.

(3) MAJOR TASKS

- (a) Supervision of pupils on the school premises during the lunchtime interval in particular within the school dining area.
- (b) General supervision within the time available as required which may include playground supervision.
- (c) Such other duties as determined by the Head Teacher

(4) REPORTING RELATIONSHIPS This job is indicated by *

Head Teacher

*Lunchtime Auxiliary

SIGNATURES AND ADMINISTRATION ONLY

<i>Author's Signature:</i>	<i>Validator's Signature:</i>	<i>Date:</i>
<i>Postholder's Name:</i>	<i>Signature:</i>	<i>Date:</i>
<i>Supervisor's Name:</i>	<i>Signature:</i>	<i>Date:</i>

The above is an indication of the duties which will normally be expected of this post. However, it is not an exhaustive list and the postholder may be required to undertake other duties which are within the scope of the post. The post may develop with changing working methods and to address service priorities, therefore the duties detailed will be subject to reasonable change. There is a requirement that all employees work flexibly and co-operatively to ensure that service priorities are met.

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PERSON SPECIFICATION

Post: Lunchtime Auxiliary
Department: Education, Communities & Organisational Development
Date Specification Completed: March 2011
Prepared By:

Note: Any disabled applicant who meets the essential criteria for the post is guaranteed an interview.

ATTRIBUTES	ESSENTIAL <i>The minimum acceptable levels for safe and effective job performance</i>	DESIRABLE <i>The attributes of the ideal candidate</i>
(1) Experience	Knowledge of and experience with children of school age.	Experience of First Aid
(2) Education & qualifications		Any childcare qualifications. Qualifications in First Aid.
(3) Skills/abilities (general)		
(4) Skills/abilities specific to post	Ability to get on well with young children. Ability to communicate effectively with children and staff. Able to engage and interact with children	
(5) Inter-personal & social skills	Friendly but firm. Genuinely interested in children. Willing to work as a team and on own initiative. Be available between approximately 12.00pm - 1.30pm each day.	
(6) Working environment & physical demands	Able to work outdoors in all weather.	

* Candidates will be required to show these documents if invited for interview.

Satisfactory Disclosure Scotland check required?	NO
Membership of Protecting Vulnerable Groups Scheme (Working with Children)	YES
Membership of Protecting Vulnerable Groups Scheme (Working with Vulnerable Adults)	NO
Satisfactory pre-employment medical screening required?	NO