****Catchgate Community Primary School

Essential Criteria Sheet: **Midday Supervisory Assistant**

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| **Attributes** | **Essential** | **Desirable** | **How identified** |
| **Education** | Basic literacy and numeracy skills | First Aid Certificate  Food hygiene certificate  Willing to take further training | Letter of application  Interview  Reference |
| **Experiences** | Knowledge of the duties and role of the Lunchtime Supervisor  Previous experience of working with children aged 4-11 years | Experience of working in a school environment either in a paid or voluntary capacity | Letter of application  Interview  Reference |
| **Skills** | Good communication  To be able to work under pressure  Good humour  Respect of colleagues  Good relationships with lunchtime colleagues and school staff  To be able to work as part of a team  Ability to work within the school’s policies and guidelines  Able to plan engaging and exciting activities for children | Basic understanding of child development and learning  An understanding of children with special needs  Good behaviour management strategies | Letter of application  Interview  Reference |
| **Personal Qualities** | Use own initiative  Flexible approach to work  Awareness of confidentiality  Courteous and polite  Good timekeeping and good attendance record  To have integrity  Enthusiastic  To have patience and emotional resilience in working with challenging behaviours  Sensitive to the needs of children and their parents  Calm and positive approach |  | Letter of application  Interview  Reference |
| **Disclosure of Criminal**  **Record** | Enhanced DBS |  | Disclosure and Barring Service check |