Laurel Avenue 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 CertificateWilling to take further training | Letter of applicationInterviewReference |
| **Experiences** | Knowledge of the duties and role of the Lunchtime SupervisorPrevious 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 applicationInterviewReference |
| **Skills** | Good communicationTo be able to work under pressureGood humourRespect of colleaguesGood relationships with lunchtime colleagues and school staffTo be able to work as part of a teamAbility to work within the school’s policies and guidelines | Basic understanding of child development and learningAn understanding of children with special needs | Letter of applicationInterviewReference |
| **Personal Qualities** | Use own initiativeFlexible approach to workAwareness of confidentialityCourteous and [politeGood timekeeping and good attendance recordTo have integrityEnthusiasticTo have patience and emotional resilience in working with challenging behavioursSensitive to the needs of children and their parentsCalm and positive approach |  | Letter of applicationInterviewReference |
| **Disclosure of Criminal****Record** | Enhanced CRB |  | Disclosure and Barring Service check |