

St John Boste RC Primary School
Essential Criteria Sheet: **Lunchtime Supervisory Assistant**

Attributes	Essential	Desirable	How identified
Education	Basic literacy and numeracy skills	First Aid Certificate Food Hygiene certificate	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	Able to plan engaging and exciting activities for children Good communication To be able to work under pressure Good sense of humour and 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 Recognition of the needs of SEN children and the ability to promote good playtime behaviour.	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, working with integrity Good timekeeping and good attendance record Enthusiastic, Courteous and polite Patience and emotional resilience in working with challenging behaviours Sensitive to the needs of children Calm and positive approach		Letter of application Interview Reference
Disclosure of Criminal Record	Enhanced DBS		Disclosure and Barring Service check