** St. Margaret’s CE Primary School, Durham**

Essential Criteria Sheet: **Tea Club Manager**

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| **Attributes** | **Essential** | **Desirable** | **How identified** |
| **Education** | NNEB, BTEC National Diploma, NVQ level 3, CACHE level 3 or equivalent.  GCSE grade C or above in English and Maths  Food Hygiene Certificate  First Aid Certificate |  | Application  Interview  Reference |
| **Experiences** | Experience of working with pupils from EYFS to KS2  Experience of planning activities to meet individual pupils needs, in order to engage motivate.  Experience of organising a staff team. | Experience of working with pupils in mixed age groups  Experience of line management | Application  Interview  Reference |
| **Skills** | Able to use ICT effectively  Good communication skills  Good behaviour management skills  Good organisational skills | Good presentation skills and standards | Application  Interview  Reference |
| **Personal Qualities** | Conscientious and enthusiastic  Able to form good relationships and work as part of a team  Willingness to contribute to the life of the school  Well organised  High expectations of self, pupils and others  Commitment to CPD |  | Application  Interview  Reference |
| **Other** | A good supporting statement which is relevant to our school  2 good confidential references (with no reservations)  Supportive of the school’s Christian ethos and links with the Anglican Church |  | Application  Interview  Reference |
| **Disclosure of Criminal**  **Record** | Enhanced DBS |  | Disclosure and Barring Service check |