** 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 MathsFood Hygiene CertificateFirst Aid Certificate |  | ApplicationInterviewReference |
| **Experiences** | Experience of working with pupils from EYFS to KS2Experience 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 groupsExperience of line management | ApplicationInterviewReference |
| **Skills** | Able to use ICT effectivelyGood communication skillsGood behaviour management skillsGood organisational skills |  Good presentation skills and standards | ApplicationInterviewReference |
| **Personal Qualities** | Conscientious and enthusiasticAble to form good relationships and work as part of a teamWillingness to contribute to the life of the schoolWell organisedHigh expectations of self, pupils and othersCommitment to CPD |  | ApplicationInterviewReference |
| **Other** | A good supporting statement which is relevant to our school2 good confidential references (with no reservations)Supportive of the school’s Christian ethos and links with the Anglican Church |  | ApplicationInterviewReference |
| **Disclosure of Criminal****Record** | Enhanced DBS |  | Disclosure and Barring Service check |