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

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Essential Criteria Sheet: **Tea Club Assistant**

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| **Attributes** | **Essential** | **Desirable** | **How identified** |
| **Education** | Basic literacy and numeracy skills  Willing to take further training with a particular emphasis on a Child Protection certificate | First Aid Certificate  Food hygiene certificate | Application  Interview  Reference |
| **Experiences** | Knowledge of the duties and role of a supervisor providing After School Care  Previous experience of working with children aged 4-11 years | Experience of working in a school environment either in a paid or voluntary capacity | 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 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 | Application  Interview  Reference |
| **Personal Qualities** | Use own initiative  Flexible approach to work  Awareness of confidentiality, working with integrity  Good timekeeping  Enthusiastic, Courteous and polite  Patience and emotional resilience in working with challenging behaviours  Sensitive to the needs of children  Calm and positive approach |  | Application  Interview  Reference |
| **Disclosure of Criminal**  **Record** | Enhanced DBS |  | Disclosure and Barring Service check |