** 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 skillsWilling to take further training with a particular emphasis on a Child Protection certificate | First Aid CertificateFood hygiene certificate | ApplicationInterviewReference |
| **Experiences** | Knowledge of the duties and role of a supervisor providing After School CarePrevious experience of working with children aged 4-11 years | Experience of working in a school environment either in a paid or voluntary capacity | ApplicationInterviewReference |
| **Skills** | Able to plan engaging and exciting activities for childrenGood communicationTo be able to work under pressureGood sense of humour and respect of colleaguesGood relationships with colleagues and school staffTo be able to work as part of a teamAbility to work within the school’s policies and guidelinesRecognition of the needs of SEN children and the ability to promote good playtime behaviour. | Basic understanding of child development and learningAn understanding of children with special needsGood behaviour management strategies  | ApplicationInterviewReference |
| **Personal Qualities** | Use own initiativeFlexible approach to workAwareness of confidentiality, working with integrityGood timekeeping Enthusiastic, Courteous and politePatience and emotional resilience in working with challenging behavioursSensitive to the needs of children Calm and positive approach |  | ApplicationInterviewReference |
| **Disclosure of Criminal****Record** | Enhanced DBS |  | Disclosure and Barring Service check |