**Copeland Road Primary School**

 **Essential and Desirable Criteria Sheet:** **Lunchtime Supervisor**

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| **Attributes** | **Essential** | **Desirable** | **How identified** |
| **Education** | Basic literacy and numeracy skillsWilling to undertake further training | First Aid CertificateAn understanding of safeguarding of children and adults  | Letter of applicationInterviewReference |
| **Experiences** | Knowledge of the duties and role of the Lunchtime Supervisor | Experience of working in a school environment either in a paid or voluntary capacityPrevious experience of working with children aged 4-11 years | Letter of applicationInterviewReference |
| **Skills** | Good communicationTo be able to work under pressureGood humourRespect of colleaguesGood relationships with lunchtime colleagues and school staffTo be able to work as part of a teamAbility to work within the school’s policies and guidelines | Basic understanding of child development and learningAn understanding of children with special needs | Letter of applicationInterviewReference |
| **Personal Qualities** | Use own initiativeFlexible approach to workAwareness of confidentialityEnthusiastic, courteous and politeGood timekeeping To have integrity and ensure confidentiality at all timesTo have patience and emotional resilience in working with range of behavioursSensitive to the needs of children and their parentsCalm and positive approach |  | Letter of applicationInterviewReference |
| **Disclosure of Criminal****Record** | A satisfactory Enhanced DBS will be required – to be carried out following interview with successful candidates |  | Disclosure and Barring Service check |