**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 skills  Willing to undertake further training | First Aid Certificate  An understanding of safeguarding of children and adults | Letter of application  Interview  Reference |
| **Experiences** | Knowledge of the duties and role of the Lunchtime Supervisor | Experience of working in a school environment either in a paid or voluntary capacity  Previous experience of working with children aged 4-11 years | Letter of application  Interview  Reference |
| **Skills** | Good communication  To be able to work under pressure  Good humour  Respect of colleagues  Good relationships with lunchtime colleagues and school staff  To be able to work as part of a team  Ability to work within the school’s policies and guidelines | Basic understanding of child development and learning  An understanding of children with special needs | Letter of application  Interview  Reference |
| **Personal Qualities** | Use own initiative  Flexible approach to work  Awareness of confidentiality  Enthusiastic, courteous and polite  Good timekeeping  To have integrity and ensure confidentiality at all times  To have patience and emotional resilience in working with range of behaviours  Sensitive to the needs of children and their parents  Calm and positive approach |  | Letter of application  Interview  Reference |
| **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 |