Cockfield Primary School

Essential Criteria Sheet: **Lunchtime Supervisor**

|  |  |  |  |
| --- | --- | --- | --- |
| **Attributes** | **Essential** | **Desirable** | **How identified** |
| **Education** | Basic literacy and numeracy skills  First Aid Certificate or willingness to attend training  Willing to take further training with a particular emphasis on Child Protection | Food Hygiene certificate | Application Form  Interview  Reference |
| **Experiences** | Knowledge of the duties and role of the Lunchtime supervisor  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 Form  Interview  Reference |
| **Skills** | 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  The ability to promote good playtime behaviour. | An understanding of children with special needs  Good behaviour management strategies | Application Form  Interview  Reference |
| **Personal Qualities** | Use own initiative  Flexible approach to work  Awareness of confidentiality, working with integrity  Good timekeeping and good attendance record  Enthusiastic, courteous and polite  Patience and emotional resilience in working with challenging behaviours  Sensitive to the needs of children  Calm and positive approach |  | Application Form  Interview  Reference |
| **Disclosure of Criminal**  **Record** | Enhanced DBS |  | Disclosure and Barring Service check |