**VILLA REAL SCHOOL**

**Lunch Supervisor Grade 1 SCP 03**

**CRITERIA AND PERSON SPECIFICATION FOR SHORTLISTING AND APPOINTMENT**

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| **CATEGORY** | **ESSENTIAL** | **DESIRABLE** | **WHERE IDENTIFIED** |
| APPLICATION | * Fully completed Application Form * Fully supported references | * Letter of application | * Application form * References |
| QUALIFICATIONS | * Basic literacy and numeracy skills | * First Aid Certificate * Food hygiene certificate * Willing to take further training | Letter of application  Interview  Reference |
| EXPERIENCE | * Knowledge of the duties and role of the Lunchtime Supervisor * Previous experience of working with SEN children | * Experience of working in a school environment either in a paid or voluntary capacity | 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 * Able to plan engaging and exciting activities for children | * Basic understanding of child development and learning * An understanding of children with special needs * Good behaviour management strategies | Letter of application  Interview  Reference |
| PERSONAL ATTRIBUTES | * Use own initiative * Flexible approach to work * Awareness of confidentiality * Courteous and polite * Good timekeeping and good attendance record * To have integrity * Enthusiastic * To have patience and emotional resilience in working with challenging behaviours * Sensitive to the needs of children and their parents * Calm and positive approach |  | Letter of application  Interview  Reference |
| DISCLOSURE OF CRIMINAL RECORD | Enhanced DBS |  | Disclosure and Barring Service check |