**VILLA REAL SCHOOL**

**Lunch Supervisor Grade 1 SCP 03**

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

|  |  |  |  |
| --- | --- | --- | --- |
| **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 applicationInterviewReference |
| 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 applicationInterviewReference |
| 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 applicationInterviewReference |
| 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 applicationInterviewReference |
| DISCLOSURE OF CRIMINAL RECORD | Enhanced DBS |  | Disclosure and Barring Service check |