Sugar Hill Primary School Essential Criteria Sheet: **Lunchtime Supervisory Assistant**

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| ***Attributes*** | ***Essential*** | ***Desirable*** | ***How identified*** |
| ***Education/Qualifications*** | *Basic literacy and numeracy skills* | *First Aid Certificate**Willing to take further training**Minimum of 4 GCSEs grade A-C in English and Maths or equivalent**Good general standard of Education* | *Letter of application**Interview, Reference* |
| ***Experiences*** | *Knowledge of the duties and role of the Lunchtime Supervisor**Previous experience of working with children aged 3-11 years* | *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* | *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**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* |