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* |