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

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| **Attributes** | **Essential** | **Desirable** |
| **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 |
| **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 |
| **Skills** | * Good communication * To be able to work under pressure * 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 |
| **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 |  |
| **Disclosure of Criminal**  **Record** | * Enhanced DBS |  |