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
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| **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
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| **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
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| **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
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| **Disclosure of Criminal****Record** | * Enhanced DBS
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