



**Wolsingham Primary School**  
**Essential Criteria Sheet: Lunchtime Supervisor**



Attributes	Essential	Desirable	How identified
<b>Education</b>	Basic literacy and numeracy skills	First Aid Certificate Food hygiene certificate Willing to take further training	Letter of application Interview Reference
<b>Experiences</b>	Knowledge of the duties and role of the Lunchtime Supervisor Previous experience of working with children aged 4-11 years	Experience of working in a school environment either in a paid or voluntary capacity	Letter of application Interview Reference
<b>Skills</b>	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 application Interview Reference
<b>Personal Qualities</b>	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
<b>Disclosure of Criminal Record</b>	Enhanced DBS		Disclosure and Barring Service check