Laurel Avenue Community 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 CertificateWilling to take further trainingMinimum of 4 GCSEs grade A-C in English and Maths or equivalentGood general standard of Education | Letter of applicationInterview, Reference |
| **Experiences** | Knowledge of the duties and role of the Lunchtime SupervisorPrevious 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 applicationInterviewReference |
| **Skills** | Good communicationTo be able to work under pressureGood humourRespect of colleaguesGood relationships with lunchtime colleagues and school staffTo be able to work as part of a teamAbility to work within the school’s policies and guidelines | Basic understanding of child development and learningAn understanding of children with special needs | Letter of applicationInterviewReference |
| **Personal Qualities** | Use own initiativeFlexible approach to workAwareness of confidentialityCourteous and politeGood timekeeping and good attendance recordTo have integrityEnthusiasticTo have patience and emotional resilience in working with challenging behavioursSensitive to the needs of children and their parentsCalm and positive approach |  | Letter of applicationInterviewReference |
| **Disclosure of Criminal****Record** | Enhanced CRB |  | Disclosure and Barring Service check |