

## The Coombes CofE Primary School

### Sunflower Club Supervisor PERSON SPECIFICATION

	Ess	Des	MOA
<b>KNOWLEDGE / QUALIFICATIONS</b>			
Communication Skills	*		A/C
Ability to handle kitchen equipment in a safe manner	*		A/C
Health & Safety awareness	*		A/C
Willing to take First Aid Training	*		A/C
Willing to take Level 2 Food Hygiene Certificate	*		A
Literate & Numerate– GCSE Standard	*		A
A recognised Level 3 Early Years Qualification		*	A/C
Knowledge of strategies which help promote good behaviour and discipline	*		A/I
Knowledge of child development and children’s personal development needs	*		A/I
<b>SKILLS/ABILITIES</b>			
Experience in a school, nursery or play club setting	*		A/I
Confidentiality and sensitivity	*		A/I/R
Excellent communication and interpersonal skills	*		A/I/R
Good observation and assessment skills	*		A/I/R
Use of IT within the setting and for communications		*	A/R
Able to work independently but also as part of a team	*		A/R
<b>BEHAVIOUR AND OTHER CHARACTERISTICS</b>			
Flexibility and use of initiative	*		A/I/R

A caring and positive attitude	*		A/I/R
A sense of responsibility	*		A/I/R
Energy and enthusiasm	*		A/I/R
Ability to stay calm under pressure	*		A/I/R
Positive behaviour management	*		A/I/R
A good listener and sensitive to pupils' needs	*		A/I/R
Good sense of humour	*		A/I/R

Key: MOA=Method of Application, A=Application, I=Interview and assessment, R=Reference, C=Certificate