CHAPEL END INFANT SCHOOL & EARLY YEARS CENTRE
Tea Time Provision – Leader/Supervisor

Specification		Met/not met
Qualifications & training		
• NVQ Level 3	**Desirable**	
• Good General Education	**Essential**	
• Ability to communicate both verbally and in writing	**Essential**	
• Welcoming and open manner	**Essential**	
• First Aid Certificate	**Desirable**	
• Recent child protection/safeguarding training	**Essential**	
• Food hygiene training	**Desirable**	
Experience		
• Minimum 1-2 years experience of working with school age children including KS2/KS1/FS	**Essential**	
• Experience of planning, organising & supervising a range of activities for groups of children	**Essential**	
• Experience of managing a small team of staff	**Essential**	
Knowledge, skills & abilities		
• Manage a team of Play Workers or Play Assistants.	**Essential**	
• General supervisory responsibility for students	**Essential**	
• Undertake induction/appraisal/training/mentoring for other staff.	**Desirable**	
• Hold regular team meetings with managed staff.	**Essential**	
• Liaise with outside suppliers/activity providers/external agencies as appropriate.	**Desirable**	
• Liaise between head teacher, support staff, teachers.	**Essential**	
• Attend all appropriate meetings as instructed by the head teacher.	**Essential**	
• Participate in training and performance management as required.	**Essential**	
• Recognise own strengths and areas of expertise and use these to advise and support others.	**Essential**	
• Treat all users of the school with courtesy and consideration.	**Essential**	
• Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all.	**Essential**	
• Ability to communicate effectively with parents/carers	**Essential**	
• Ability to work co-operatively with a team	**Essential**	
• Ability to use own initiative	**Essential**	