Paul Sutton,

e-mail: zleap@zleap.net URL: http://www.zleap.net Phone:

**SKILLS:**

- Teamwork
- Coaching tag rugby
- ICT skills and Basic web design skills
- Knowledge of Windows and Open source software
- Familiar with First aid and Child protection

I am keen to develop a career in supporting children and young people. Through volunteer and other work I have gained experience and earned respect, especially from parents for the work I already do. I have demonstrated I can be trusted and have a good rapport with children and am able to work both on my own and in a team.

**TRAINING:**

July / August 2008 – UK virtual college – Child protection (core) – In progress
July 2008 – UK Virtual College – Foundation Food Hygiene – Pass
November 2007 – Preston Primary School – First Aid (Appointed person) - Pass
3rd September 2007: Preston Primary School, Child Protection. -
May 2003: Rugby Football Union – Tag Rugby
February 2000: Dartington Tech – IBT2
February 1999: South Devon College - CLAIT

**EDUCATION:**

Open University 2005 – present: Studying for a Certificate in Contemporary Science (C70)

Coventry Technical College
1994 First Diploma Electronic engineering.
1993 Certificate of achievement in science.
1992 Certificate in Pre-vocational Education
Finham Park Comprehensive 1986 – 1992

**EMPLOYMENT HISTORY:**

25th June 2007 to 23rd May 2008 – Mealtime Assistant, Preston Primary School
12th Feb 2007 – Present – Play leader – Priory Primary School, Torquay
Also bank staff at St Margaret's School, Torquay.

May 06 – December 2006 – Participating on Work Canada arranged through BUNAC.

29th June 2006 – 6th Oct 2006: Service Team, Moorelands Community Services, 250 Merton Street, Toronto, Ontario, M4S 1B1, Canada, TEL: (416) 466 9987
Summer Wilderness camp, Kawagama Lake, Dorset, ON, Canada

- Responsible for cleaning wash rooms, dining hall and attending to maintenance requests and other duties as required by the camp.
- Working as part of a team and independently
- Earned Citizenship award for showing good attitude towards the job

9th Oct-00 – 5th May 06: Lunch time assistant: Paignton College, Waterleat Rd, Paignton, TQ3 3WA, UK. +44 (0)1803 403005

- Supervising up to 600+ children aged 11 – 16
- Demonstrated ability to work under pressure and when understaffed.

Summer 2003: Rugby Coaching: Sure Start summer holiday Club, Paignton UK
2000: After School Club Assistant: Hayes Day Nursery, Paignton UK
1998: IT Assistant / Mealtime Assistant: Abbey School, Torquay
1997 - 1998: Mealtime Assistant / IT Assistant: Cockington Primary School, Torquay

**VOLUNTEER WORK:**

30th July 2007:  Play worker: Torbay Special needs Play scheme

Sept-2000 – May 2006: December 2006 - Present: Paignton RFC – Duties have included

- Coaching Under 7's Tag Rugby team
- Administration of Team paperwork
- Responsible for buying and preparation of oranges for first team home games
- Production of team sheets for first XV home games
- Assisting in other areas as directed
- Help to maintain parts of club website

13th July-2000 – July 2002:  Volunteer Teaching Assistant: Hayes School. Paignton UK

- Helped with Physical Ed, Design & Technology, Information Technology lessons. administration IT Tasks, Laminating, photocopying, and display creation

3rd Nov-1999 - 18-Feb-2000: IT Training Assistant: Dartington Tech (training organization), Paignton, UK

- Working with unemployed older adults (50+)
- Helping to teach word processing skills

CRB ENHANCED DISCLOSURE : Yes

References  available upon request