



Person Specification – After School Club & Breakfast Club Assistant

Part A: Application Stage

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

Essential

1	Experience of establishing positive relationships with children.
2	Experience of preparing basic craft materials for children.
3	A good standard of personal literacy skills

Desirable

4	Experience of working with or caring for children in an education setting.
5	Experience of administrative and clerical duties in a school or office environment
6	First Aid Training

Part B: Assessment Stage

Items 1 and 2 of the application stage criteria and the criteria below will be further explored at the assessment stage:

Essential

1	A good standard of personal numeracy skills
2	Able to use technology to a basic level, e.g. computer, video, photo copier
3	Able to use language and other communication skills that children can understand and relate to.
4	Able to empathise with the needs of children
5	Able to supervise groups of pupils
6	Able to undertake observations of individual pupils and complete records under the direction of a teacher
7	Able to work within and apply all relevant school policies and schemes of work
8	Able to work effectively as part of a team
9	Appropriate behaviour and attitude towards safeguarding and promoting the welfare of children and young people including: <ul style="list-style-type: none">▪ motivation to work with children and young people▪ ability to form and maintain appropriate relationships and personal boundaries with children and young people▪ emotional resilience in working with challenging behaviours▪ attitude to use of authority and maintaining discipline.▪ able to work in partnership with other agencies
10	Committed to achieving further professional development including Basic Skills (Literacy and Numeracy)
11	No disclosure about criminal convictions or safeguarding concern that makes applicant unsuitable for this post.

Desirable

12	Knowledge of national or foundation stage curriculum.
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The following methods of assessment will be used:

Method		Method	
Interview	Yes	Presentation	No
Lesson Observation	No	Structured discussion with pupils	No
Other (specify)	No	Other (specify)	No

Part C: Additional Requirements

The following criteria must be judged as satisfactory when pre-employment checks are completed:

1	Enhanced Certificate of Disclosure from the Criminal Records Bureau
2	Additional criminal record checks if applicant has lived outside the UK
3	List 99 and/or POCA List (residential establishments only) check
4	Medical clearance
5	Two references from current and previous employers (or education establishment if applicant not in employment)