Vane Road Primary School

Personal Specification – Out of Hours Assistant

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|  | **Essential** | **Desirable** | **Method of Assessment** |
| **Qualifications and training** | * Relevant qualification at NVQ 3 or equivalent qualification in a relevant discipline * Experience working with children in an organised setting | * First aid certificate * Basic Food Hygiene | Application form  Certificates |
| **Experience** | * Experience working with children in an organised setting. * Experience leading/facilitating children in learning activities | * Experience of working within a school * Experience working in an out-of-hours setting | Application form  Interview  Reference |
| **Skills, knowledge and aptitude** | * Ability to relate well with children and adults * Be an excellent role model for all children at all times * Enthusiasm and ability to use initiative * Ability to work methodically, thoroughly and to a consistently high standard to ensure work is carried out effectively and efficiently * Ability to assist with carrying out specific activities with the children, keeping the children focused and engaged * Ability to deal with a wide range of issues with the children e.g. conflict etc in a positive, empathetic, effective manner to achieve a happy outcome * Ability to effectively and appropriately communicate with a wide range of people including families regarding their children, children attending the Out of hours service, staff and professional bodies etc * Willingness to undertake further appropriate training as required by the Supervisor | * Have Child Protection training | Application form  Interview  Reference |
| **Additional Factors** | * Approachable manner, reliable, conscientious, articulate * Sensitive to the needs of vulnerable children and their parents * Commitment to achieve high standards and to continuing personal and professional development * High level of confidentiality and discretion * Enthusiasm and drive. * Calm approach with high expectations |  | Interview  Reference |