

## Dinnington First School

## Person Specification for Out of School 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 | A Level 2 or working towards a Level 2, Childcare Qualification |
| 2 | Experience of work/play with children of primary school age. |
| 3 | Willingness to undertake training in play work skills. |
| 4 | Interest in the play and emotional needs of children of primary school age. |
| 5 | Awareness of what constitutes 'good quality childcare'. |
| 6 | Interest in planning play, arts and sports activities for children of primary age. |
| 7 | Commitment to working within an equal opportunities framework. |
| 8 | Ability to provide warm and consistent care to all children attending the provision. |
| 9 | Ability to understand and meet children's needs including those of children with special needs. |
| 10 | Knowledge of safeguarding requirements |
| 11 | Understanding of health and safety issues that affect the day to day running of childcare services. |
| 12 | Experience of working as part of a team. |
| 13 | Good physical and emotional health, and the ability to work on own initiative. |

# Desirable

|  |  |
| --- | --- |
| 14 | First Aid Qualification |

# Part B: Assessment Stage

The criteria below will be further explored at the assessment stage:

# Essential

|  |  |
| --- | --- |
| 1 | Basic literacy and numeracy skills |
| 2 | Able to use language and other communication skills that children can understand and relate to. |
| 3 | Able to supervise groups of pupils |
| 4 | Able to work effectively as part of a team |
| 5 | Able to work within and apply all relevant school policies, e.g. behaviour management |
| 6 | Appropriate behaviour and attitude towards safeguarding and promoting the welfare of children and young people including:   * + - 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. |
| 7 | No disclosure about criminal convictions or safeguarding concern that makes applicant unsuitable for this post. |

**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 Disclosure and Barring Service |
| 2 | Additional criminal record checks if applicant has lived outside the UK |
| 3 | Two references from current and previous employers (or education establishment if applicant not in employment) |
| 4 | Medical clearance |
| 5 | A good attendance record |

The following methods of assessment will be used:

|  |  |  |  |
| --- | --- | --- | --- |
| **Method** |  | **Method** |  |
| Interview | Yes | Presentation | No |
| Observation | No | Structured discussion with pupils | No |
| Other (specify) | No | Other (specify) | No |