

Person Specification

Breakfast Club After School Club Holiday Club Assistant, N2 Gosforth Park First School

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 supporting children in a learning environment
2	Knowledge of children's play
3	Experience of childcare organisation
4	Experience of administrative and clerical duties in relation to children's care
5	GCSE in English and Maths (or equivalent) qualification and relevant childcare qualification e.g. CACHE Level 2 (or equivalent).
6	Undertake relevant training as required

Desirable

6	First Aid Training or willingness to obtain certificate within 3 months
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Part B: Assessment Stage

Items 1, 2, and 3 of the application stage criteria and the criteria below will be further explored at the assessment stage:

Essential

1	Able to use language and other communication skills that children can understand and relate to.
2	Able to empathise with the needs of children and in particular able to establish positive relationships with pupils.
3	Able to consistently and effectively implement agreed behaviour management strategies.
4	Able to provide levels of individual attention, reassurance and help with learning tasks as appropriate to pupils' needs
5	Able to work within and apply all relevant school and club policies and schemes of work including safeguarding.
6	Able to supervise groups of pupils.
7	Able to work effectively as part of a team
8	Committed to achieving further professional development
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	No disclosure about criminal convictions or safeguarding concern that makes applicant unsuitable for this post.

Desirable

11	Knowledge of pupils with additional needs
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The following methods of assessment will be used:

Method		Method	
Interview	Yes	Presentation	No
Observation Task	No	Other (please specify)	

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	Medical clearance
4	Two references from current and previous employers (or education establishment if applicant not in employment)