

## 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"><li>▪ motivation to work with children and young people</li><li>▪ ability to form and maintain appropriate relationships and personal boundaries with children and young people</li><li>▪ emotional resilience in working with challenging behaviours</li><li>▪ attitude to use of authority and maintaining discipline.</li><li>▪ able to work in partnership with other agencies</li></ul>
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 )