



PERSON SPECIFICATION

After School Club Assistant

Staploe Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment

Attributes	Essential	Desirable
Education and Qualifications	<ul style="list-style-type: none"> Basic Food Hygiene Certificate (or willingness to complete once appointed) 	<ul style="list-style-type: none"> Childcare qualification e.g. ideally in playwork First Aid qualification (12 hour paediatric)
Experience	<ul style="list-style-type: none"> A sound understanding of playwork Experience of working with children Working knowledge of the emotional, physical, psychological and educational development of children, in order to provide an environment in which the child's full potential can be supported and in which parents/carers can be supported in their relationship with their children Some understanding of the particular requirements of children with special needs in terms of their support, development and care planning Experience of working with parents and carers from a range of cultural backgrounds, encouraging full participation in their children's play and learning opportunities Knowledge of child protection issues and policies and relevant Safeguarding Children Board procedures Able to converse at ease and provide advice and information in accurate spoken English 	<ul style="list-style-type: none"> Experience of working in a setting run out of school hours Experience of working with children in the 4-11 years age range
Skills, Knowledge and Aptitude	<ul style="list-style-type: none"> To be able to contribute to team working in a supportive and professional way Able to communicate effectively with a wide range of users, partners, providers, volunteers 	<ul style="list-style-type: none"> Ability to speak another language



	<p>and staff</p> <ul style="list-style-type: none"> • Ability to contribute to ideas for the ongoing development and improvement of the club • Responsive to change and ideas; able to adapt to new systems and flexible working patterns • Ability to understand own training and other professional development needs • Ability to keep up-to-date records required daily e.g. registers • Ability to communicate effectively both with staff and parents • An empathetic, supportive and non-judgemental attitude towards children, parents/carers, staff and trainees/volunteers • Ability to respect confidentiality • A belief in the importance of effective and inclusive communication with children using a range of verbal and non-verbal techniques 	
Other	<ul style="list-style-type: none"> • Willingness to be flexible • Willingness to undertake further training/development opportunities • Evidence of relevant professional development • A commitment to developing the professional skills of yourself and others 	