

Person Specification

The key for our method of assessment is:

Application form = A Certificates = C References = R Interview Process = I

Professional Qualifications / Training	Method of Assessment
<p>Essential</p> <ul style="list-style-type: none"> • To possess, or willing to work towards GCSE English and Mathematics at grade A*-C or level 9-4, or an alternative level 2 qualification in literacy and numeracy. • To possess or be willing to work towards a level 2 certificate in Teaching Assistance/Supporting Teaching and Learning, Early Years, Child Care or Playwork. • Paediatric first aid qualification • Willingness to obtain basic food hygiene certificate. • Experience working in a children's day care/school setting. • Experience of organising a range of activities for children. • Experience working as part of a team. 	C C C C A A A
<p>Desirable</p> <ul style="list-style-type: none"> • Basic food hygiene certificate 	C

Skills, Abilities and Experience	Method of Assessment
<p>Essential</p> <ul style="list-style-type: none"> • Sound interpersonal skills to build and maintain effective working relationships. • Ability to empathise, influence, motivate and engage effectively with children and young people. • Initiative and creativity to develop a range of activities that are relevant to and meet children's needs. • Effective organisational skills to prioritise work and meet deadlines. • Ability to keep accurate records and undertake administration. • Ability to promote a positive ethos, and act as a role model. • Understanding of principles of child development, learning styles and independent learning. • Knowledge of safeguarding/ child protection procedures when working with children. • Knowledge of appropriate health and safety and food hygiene policies. 	A & I for all within this section

Personal Qualities & Attributes	Method of Assessment
<p>Essential</p> <ul style="list-style-type: none"> • Ability to work flexible hours including school holidays, evenings and occasional weekends. • Positive and solution focused with a flexible approach to work • A team player with excellent and adaptable communication skills • Self-motivated and proactive • Accuracy and attention to detail • A commitment to safeguarding, promoting welfare of children and young people 	A, R & I for all within this section

<ul style="list-style-type: none">• Excellent relationship management, experience of successfully working with stakeholders and building effective working relationships at all levels• Ability to communicate to a variety of audiences	
---	--

Information for all applicants / postholders:

Hollingworth Learning Trust are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment.

The successful candidate will have to meet the person specification and will be required to apply for an enhanced DBS disclosure and all other pre-employment checks outlined in Keeping Children Safe in Education. All appointments are subject to Safer Recruitment practices.

We particularly welcome applicants from under-represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.