

## Person Specification

### Extended Schools Assistant (Level 2), Grade 5 (SCP 6-7)

|                                                | Essential                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Desirable                                           |
|------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------|
| <b>Qualifications</b>                          | <ul style="list-style-type: none"> <li>➤ Good standard level of education and ability to demonstrate basic English, Maths and communication skills</li> <li>➤ 5 GCSE's (or equivalent), including Maths and English</li> <li>➤ Level 2 Award/Certificate/Diploma in Play work</li> <li>➤ Some knowledge of basic food handling</li> <li>➤ Food Safety Certificate, or willingness and ability to train and pass</li> <li>➤ First Aid qualification, or willingness and ability to train and pass</li> </ul> | First aid qualification                             |
| <b>Work or relevant experience</b>             | <ul style="list-style-type: none"> <li>➤ Experience of working with children</li> <li>➤ Experience of working in an educational setting or other relevant environment</li> </ul>                                                                                                                                                                                                                                                                                                                            | Experience of working in wrap-around care provision |
| <b>Knowledge and understanding</b>             | <ul style="list-style-type: none"> <li>➤ Encouraging fair and caring behaviour among the children</li> <li>➤ Encouraging independence and self-esteem</li> </ul>                                                                                                                                                                                                                                                                                                                                            |                                                     |
| <b>Skills and Abilities (relevant to post)</b> | <ul style="list-style-type: none"> <li>➤ Good communication skills and the ability to relate well to children, staff and parents</li> <li>➤ Ability to maintain accurate records</li> <li>➤ Evidence of working well as part of a team</li> <li>➤ Sufficiently fluent in spoken English to ensure effective performance in the role</li> </ul>                                                                                                                                                              |                                                     |
| <b>Personal Qualities</b>                      | <ul style="list-style-type: none"> <li>➤ Ability to bring to the role, initiative, enthusiasm and commitment</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                     |                                                     |

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|                           | <ul style="list-style-type: none"> <li>➤ Flexibility and reliability</li> <li>➤ Willingness to develop skills with further training</li> </ul> |  |
| <b>Special Conditions</b> | <ul style="list-style-type: none"> <li>➤ Willingness to undertake an enhanced Disclosure and Barring Service (DBS) check.</li> </ul>           |  |