

Person Specification – Out of School Club Assistant

1. Qualifications and Experience	Essential	Desirable
Working with or caring for children	✓	
Knowledge of First Aid	✓	
Basic reading and writing skills	✓	
Ability to count and undertake basic calculations	✓	
Ability to use basic equipment e.g. photocopier, video	✓	
2. Communication	Essential	Desirable
Ability to complete basic admin	✓	
Ability to exchange routine verbal information clearly with children and adults	✓	
Seek support to overcome communication barriers with children and adults	✓	
Consult with children and other adults	✓	
3. Working with children	Essential	Desirable
Understand and implement the school's behaviour management policy	✓	
Understand and support the differences in children and adults and respond appropriately	✓	
Understanding of games and activities which support learning	✓	
Understanding of the way in which games and activities can help children develop	✓	
Understand the importance of physical and emotional wellbeing	✓	
4. Working with others	Essential	Desirable
Understand the role of others working in the school	✓	
Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults	✓	
Ability to work effectively with other adults in the school	✓	
Ability to provide timely and accurate information	✓	



5. Responsibilities	Essential	Desirable
Good organisational skills	✓	
Ability to manage own time effectively	✓	
Ability to follow instructions	✓	
6. General	Essential	Desirable
Demonstrate a commitment to equality	✓	
Basic understanding of Health & Safety	✓	
Understand and implement child protection procedures	✓	
Understand procedures and legislation relating to confidentiality	✓	
Be prepared to develop and learn in the role	✓	