

GENERIC PERSON SPECIFICATION

POST: AFTER SCHOOL CLUB ASSISTANT - GRADE 3

SKILLS/ ABILITY/ EXPERIENCE	TO DO WHAT?	HOW WELL? NOW OR WITH TRAINING?	HOW IMPORTANT AT THE TIME OF APPOINTMENT?
<u>KNOWLEDGE</u>			
Good basic level of literacy and numeracy	To carry out basic clerical tasks associated with the running of the Club	Now	5
First Aid qualification	To administer basic First Aid to children as required	With training	4
Experience of working with/caring for children of a relevant age	To provide care and supervise play activities	Now	5
<u>MENTAL SKILLS</u>			
N/A			
<u>INTERPERSONAL & COMMUNICATION SKILLS</u>			
Ability to communicate information and ideas effectively to both adults and children	To relate to/communicate with the children and to develop and maintain good working relationships with colleagues and parents	Now	5
<u>PHYSICAL SKILLS</u>			
N/A			

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<u>INITIATIVE & INDEPENDENCE</u>			
Ability to work independently with groups of children (with access to Supervisor when required)	To lead play and supervise groups of children	Now	5
<u>PHYSICAL DEMANDS</u>			
Reasonable level of physical fitness	To lift and carry play equipment To implement play activities and to interact/play with the children	Now	4
<u>MENTAL DEMANDS</u>			
Awareness of needs/demands of young children and how they act/react	To react to children's needs and demands and to ensure their safety and welfare while they are in the care of the After School Club	Now	5
<u>EMOTIONAL DEMANDS</u>			
Occasional			
<u>RESPONSIBILITY FOR PEOPLE</u>			
Understanding of key safeguarding issues	To ensure correct reporting and monitoring of any safeguarding issues which may arise	Awareness of the sensitivity	4

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	To maintain appropriate levels of confidentiality and data security in respect of personal/pupil/colleague information	of these issues now – training given in school procedures	
<u>RESPONSIBILITY FOR SUPERVISION</u> N/A			
<u>FINANCIAL RESPONSIBILITY</u> Experience of cash handling	To take payments from parents	With training	4
<u>RESPONSIBILITY FOR PHYSICAL RESOURCES</u> Stock ordering/control experience	To order/purchase food for meal/snacks	With training	2