

Person Specification for Club Assistant

Knowledge and skills:

- Understanding of relevant polices/codes of practice.
- Awareness of relevant legislation.
- Commitment to and understanding of Equal Opportunities.
- Basic understanding of child development and learning.
- Effective communication skills
- A caring attitude
- Tact and sensitivity
- Observational skills
- An approachable style
- Thorough knowledge of the school's policies, procedures and protocols
- Ability to work as part of a team and to apply given instructions
- Able to react calmly and quickly in an emergency
- Confidence in dealing with children, maintaining discipline, motivation and ensuring their wellbeing
- Ability to self-evaluate learning needs and actively seek learning opportunities.
- Ability to maintain confidentiality at all times.
- Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.
- Ability to promote school when talking to parents, visitors, colleagues and members of the community.

Essential Qualities:

Good time keeping and attendance.
Reliable and flexible.
Good sense of humour.

Desirable:

A minimum NVQ level 2 or equivalent
Level 2/3 play worker qualification
Level 1 food hygiene certificate