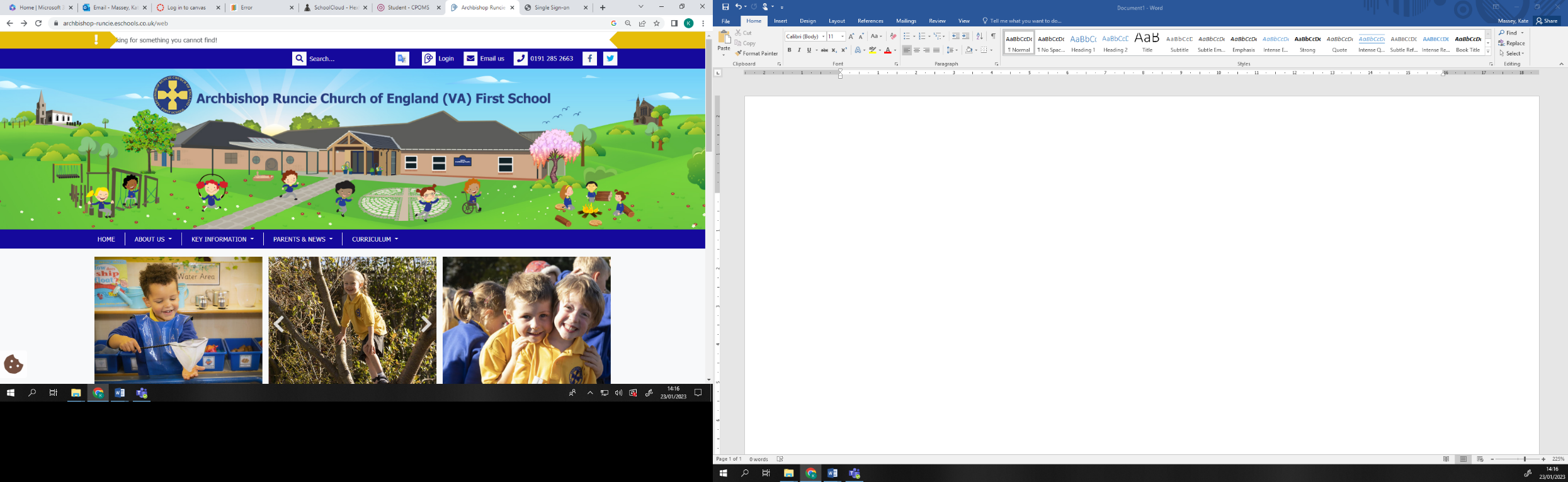
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**Person Specification – EYFS Breakfast Club & After School Club Assistant N2**

**Archbishop Runcie CE First School**

**Part A: Application Stage**

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

**Essential**

|  |  |
| --- | --- |
| 1 | Experience of supporting pupils in a childcare or learning environment |
| 2 | Knowledge of child development |
| 3 | Relevant childcare qualification |
| 4 | GCSE in English and Maths or equivalent |
| 5 | Able to support and uphold the Christian ethos of the school |
| 6 | Willingness to attend to the intimate care needs of children |
| 7 | Assisting in the supervision of pupils, during indoor and outdoor play |

**Desirable**

|  |  |
| --- | --- |
| 8 | Experience of school organisation |
| 9 | Experience of advancing progress of pupils of relevant age within a learning environment |
| 10 | Ability to administer medication to pupils by agreement with the jobholder in accordance with the schools policy on this issue |
| 11 | First Aid Training |
| 12 | Food hygiene qualification |

**Part B: Assessment Stage**

Items 1 and 2 of the application stage criteria and the criteria below will be further explored at the assessment stage:

**Essential**

|  |  |
| --- | --- |
| 1 | Able to empathise with the needs of children and, in particular, able to establish positive relationships with pupils |
| 2 | Able to consistently and effectively implement agreed behaviour management strategies |
| 3 | Able to use language and other communication skills that children can understand and relate to |
| 4 | Able to provide levels of individual attention, reassurance and help as appropriate to pupils’ needs |
| 5 | Able to work within and apply all relevant school policies |
| 6 | Able to supervise groups of pupils |
| 7 | Able to support pupils development including those with special educational needs |
| 8 | Able to work effectively as part of a team and contribute effectively to the planning and organisation of the provision |
| 9 | Committed to achieving further professional development and willingness to attend training |
| 10 | Appropriate behaviour and attitude towards safeguarding and promoting the welfare of children and young people including:   * motivation to work with children and young people * ability to form and maintain appropriate relationships and personal boundaries with children and young people * emotional resilience in working with challenging behaviours * attitude to use of authority and maintaining discipline. * able to work in partnership with other agencies |
| 11 | No disclosure about criminal convictions or safeguarding concern that makes applicant unsuitable for this post. |

|  |
| --- |
|  |

**Desirable**

|  |  |
| --- | --- |
| 12 | Knowledge of SEN Code of Practice |

The following methods of assessment will be used:

|  |  |  |  |
| --- | --- | --- | --- |
| **Method** | | | |
| Interview | Yes | Presentation | No |
| Group activity | No | Task with pupils | Yes |
| Other (specify) | No | Other (written task) | Yes |

**Part C: Additional Requirements**

The following criteria must be judged as satisfactory when pre-employment checks are completed:

|  |  |
| --- | --- |
| 1 | Enhanced Certificate of Disclosure from the Disclosure and Barring Service |
| 2 | Additional criminal record checks if applicant has lived outside the UK |
| 3 | Barred List check |
| 4 | Medical clearance |
| 5 | Two references from current and previous employers (or education establishment if applicant not in employment) |

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| --- | --- |
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