

Person Specification After-School Care Assistant (Maternity Cover)

The Person Specification is an important part of the application process and will be used to shortlist candidates. Applicants will need to demonstrate in the supporting statement/application form how they meet the following criteria. These criteria will also be used during the interview process.

	Essential	Preferable
Qualifications & Training	<ul style="list-style-type: none"> Appropriate Childcare qualifications for post. 	<ul style="list-style-type: none"> Interest and experience working with children.
Experience	<ul style="list-style-type: none"> Must have worked in an environment which involves direct care for children. Knowledge of appropriate play activities e.g. sports, games, crafts, stories, songs, dance etc. A basic awareness of health and safety practices. Experience of working successfully and cooperating as a member of a team. 	<ul style="list-style-type: none"> Worked in a nursery or school environment.
Professional Values	<ul style="list-style-type: none"> Sympathetic to the schools' ethos and aims and meet the expectations of the school's governing body. Able to establish and maintain good professional relationships with pupils, parents and colleagues. Adopt a flexible approach to working. 	
Knowledge and understanding	<ul style="list-style-type: none"> Should understand the statutory requirements of legislations concerning Safeguarding, including Child Protection, Equal Opportunities, Health & Safety and inclusion. Good command of written and spoken English. 	
Skills	<ul style="list-style-type: none"> Should promote the school's aims positively. Interact sensitively with other workers and children and promote a positive working environment. Be able to use initiative. 	<ul style="list-style-type: none"> The After-School Care Assistant might also have particular skills related to guiding children in their play.

Personal Characteristics	<ul style="list-style-type: none"> • An awareness of the ethos of an independent preparatory school. • Punctuality. • Able to listen to the needs, aspirations and concerns of pupils. • Creative and enthusiastic. • Organised and resourceful. • Of smart appearance. 	
Special Requirements	<ul style="list-style-type: none"> • Must be willing to undergo a Disclosure and Barring Service check and relevant checks. 	

Applications should include:

- A completed support staff application form (CVs are not an acceptable alternative) including the names, addresses, email and telephone numbers of two professional referees, one of which must be your current employer (if employed).
- The application form includes an opportunity to set out the reasons why you are applying for the post and what you have to offer us.

Email applications may be sent to: JAPS@jags.org.uk

The closing date for applications is: Midnight, Sunday 24 June 2018

Applicants shortlisted for interview will be required to bring evidence of their identity and qualifications. The successful applicant will require a DBS disclosure at enhanced level and other appropriate checks to work with children.

James Allen's Preparatory School

May 2018