

PERSON SPECIFICATION – After School Club Assistant

CATEGORY	Essential	Desirable
Qualifications/Training		
Level 2 childcare qualification e.g NVQ 2 or equivalent	✓	
First Aid Qualification		✓
Achievements & Experience		
At least two years' experience of working with children in the 4 – 11 years age range and their families	✓	
Experience of working as part of a team providing high quality childcare services	✓	
Experience of working with parents and carers from a range of cultural backgrounds, encouraging full participation in their children's play and learning opportunities		✓
Knowledge		
Knowledge of child protection issues and policies and relevant Safeguarding procedures	✓	
Working knowledge of relevant Health & Safety and Basic food Hygiene requirements		✓
Skills		
Able to establish good professional relationships with others	✓	
Able to maintain personal and professional confidentiality	✓	
Able to demonstrate a high level of commitment to planning to overcome difficulties faced by children	✓	
Able to exhibit real care and concern for child in broadest terms	✓	
Able to work closely with members of staff, planning for and feeding back on progress	✓	
To be able to contribute to team working in a supportive and professional way	✓	
To be able to communicate effectively with a wide range of users, partners, providers and staff	✓	
Ability to contribute to ideas for the on-going development and improvement of Services		✓

Able to plan and prioritise in a flexible and informed way	✓	
An empathetic, supportive and non-judgemental attitude towards children, parents/carers and staff	✓	
A belief in the importance of effective and inclusive communication with children using a range of verbal and non-verbal techniques	✓	
Qualities & Attitudes		
Ability to develop effective working relationships with a variety of other professionals and agencies in order to provide the best possible support for children and families		✓
Ability to be flexible and organised and work independently	✓	
Committed to continuing professional development	✓	