



Bishop Ridley C of E Primary School

Northumberland Avenue

Welling, Kent DA16 2QE

Tel: 020 8303 4461

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Website: www.bishopridleyschool.org.uk

Head Teacher: Mr Stuart Keep



After-School Club Assistant Person specification

Experience and qualifications

- Experience of working with 4-11 year olds in a play or education environment.
- An appropriate childcare or playwork qualification (NVQ Level 2/3), or the equivalent in experience.
- First aid qualification (or willingness to undertake training).
- Level 2 Food hygiene certificate (or willingness to obtain).

Knowledge and understanding

- An understanding of what constitutes good quality, accessible childcare which meets children's wide range of developmental needs.
- Understanding of safeguarding requirement and best practice.
- Understanding of team games.
- Understanding the varied needs of children.
- Understanding the issues of equal opportunities.
- Understanding of positive behaviour management.
- Knowledge and understanding of basic administration systems (keeping registers / payment logs etc.)
- An understanding of Ofsted requirements for play provision.

Skills and Attitudes

- Excellent communication skills, with both children and adults.
- Positive and enthusiastic attitude to play.
- Safe and creative ideas for play.
- A commitment to undertake training and continuous professional development.
- Ability to respond calmly and logically to problems or emergencies.
- Ability to use own initiative and judgement.
- Flexible and supportive approach to teamwork.
- Ability to foster warm and positive relationships with children, parents and colleagues.