

Oak Learning Trust

John F Kennedy Primary School

Person Specification – After-School Club Assistant

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<b>Educational Attainment</b>	<ul style="list-style-type: none"> <li>Recognised Teaching Assistant qualification Level 2 <b>OR</b> NVQ Level 2 in Childcare or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>GCSE or equivalent in Maths and English</li> <li>First Aid qualification</li> <li>Food hygiene qualification</li> </ul>	<ul style="list-style-type: none"> <li>Application form</li> <li>Certificates</li> <li>Interview</li> </ul>
<b>Work Experience</b>	<ul style="list-style-type: none"> <li>Experience of working with or caring for children aged 4 – 11</li> <li>Experience delivering exciting, stimulating activities</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working with children with Special Educational Needs</li> <li>Experience of working in a school environment</li> </ul>	<ul style="list-style-type: none"> <li>Application form</li> <li>Interview</li> <li>References</li> </ul>
<b>Knowledge/ Skills/ Aptitudes</b>	<ul style="list-style-type: none"> <li>Appropriate knowledge of first aid</li> <li>Able to use basic technology – computer, photocopier</li> </ul>		<ul style="list-style-type: none"> <li>Interview</li> <li>References</li> </ul>
<b>Disposition</b>	<ul style="list-style-type: none"> <li>Able to work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these</li> <li>Able to build up good relationships with parents, children and colleagues</li> <li>Flexible approach to work</li> <li>Committed to the principles of equality and diversity</li> <li>Evidence of CPD</li> </ul>		<ul style="list-style-type: none"> <li>Interview</li> <li>References</li> </ul>
<b>Circumstances</b>	<ul style="list-style-type: none"> <li>Enhanced clearance from the Disclosure and Barring Service</li> </ul>		<ul style="list-style-type: none"> <li>DBS check</li> </ul>