**Hamstreet Primary Academy**

**Person Specification:** Out of Hours School Club Assistant

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

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|  | **CRITERIA**  |
| **QUALIFICATIONS** | * You will not need previous specific experience or qualifications. Recent school leaves will have evidence of basic educational achievements or qualifications.
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| **EXPERIENCE** | * Previous experience of child care would be an advantage but is not essential.
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| **SKILLS , ABILITIES & KNOWLEDGE** | * Basic knowledge and understanding of child growth and development would be an advantage but is not essential
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| **REQUIRED BEHAVIOURS** | * Conscientious and hardworking
* Complies with the academy’s health and safety policy and undertakes risk assessments as appropriate
* Excellent communication, listening and observation skills
* Ability to deal with difficult/sensitive situations
* Ability to handle confidential information
* Organisational abilities and accurate record keeping skills
* Good inter-personal skills
* Ability to facilitate groups
* Willingness to attend meetings
* Ability to empathise, keep calm, patient, humility
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The postholder will need to attend staff meetings and training sessions as required to ensure their own personal and professional development.