**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. |
| **EXPERIENCE** | * Previous experience of child care would be an advantage but is not essential. |
| **SKILLS , ABILITIES & KNOWLEDGE** | * Basic knowledge and understanding of child growth and development would be an advantage but is not essential |
| **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 |

The postholder will need to attend staff meetings and training sessions as required to ensure their own personal and professional development.