Headcorn Primary School

**Person Specification:** Breakfast Club Assistant – KR3 Part time

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**QUALIFICATIONS / TRAINING:**

*It is* ***essential*** *that the post holder has:*

* GCSE grade C or above English and Maths or equivalent.

*It is* ***desirable*** *that the post holder has:*

* Paediatric First Aid Certificate or willingness to obtain
* Food Hygiene certificate or willingness to obtain

**EXPERIENCE / KNOWLEDGE:**

*It is* ***essential*** *that the post holder has:*

* previous experience of working with children (paid or voluntary)

*It is* ***desirable*** *that the post holder has:*

* previous experience of working in a school environment

**SKILLS AND ABILITIES:**

* Knowledge of Health and Safety procedures in the After School Club (or willingness to obtain)
* Knowledge of safeguarding procedures in the After School Club (or willingness to obtain)
* Experience of basic technology (computer, photocopier)
* Knowledge and experience of policies and procedures relating to safeguarding, health and safety, security, equal opportunities and confidentiality (or willingness to obtain)
* Must have a basic understanding of food hygiene (or willingness to obtain)

**WORK RELATED VALUES & PRACTICES:**

*It is* ***essential*** *that the post holder:*

* can demonstrate and promote the school’s core values, attitudes and behaviour expected from the pupils
* has respect for their social, cultural, linguistic, religious and ethnic background
* has the ability to build and maintain successful relationships with pupils, treat them calmly, consistently, with respect and consideration and demonstrate concern for their development as learners
* is aware of relevant and new legislation, procedures and requirements to ensure that the club is operating within the agreed procedures
* Work in partnership with the school and liaise with external agencies and professionals as required to ensure high standards are maintained in the club
* The post holder will be expected to attend training sessions as required to ensure that their own personal and professional development

**ADDITIONAL FACTORS:**

*It is* ***essential*** *that the post holder has:*

* the ability to inspire curiosity and a love of learning amongst young children
* the ability to respond creatively to new challenges
* the willingness to undertake training in relevant areas to develop skills necessary to support raising standards in school
* the ability to respect confidential information and an awareness of data protection
* a commitment to equal opportunities
* an understanding of safeguarding
* an excellent health and attendance record
* smart appearance
* a sense of humour!

This post is subject to a Criminal Records Bureau enhanced disclosure check, Health Checks, and appropriate references.

Dec 2017