

Person Specification

After School Club Assistant



The Stour Academy Trust

Person Specification for Role

Experience:

- Experience of working with primary-aged pupils (paid or voluntary), including supervising small or mixed-age groups.
- Experience of supporting pupils' personal, social or emotional needs (e.g. helping pupils settle, modelling routines, managing minor conflicts).
- Experience of preparing/serving simple food or snacks in a group setting, including following dietary or medical requirements.
- Basic record-keeping (attendance, incident logs, medication records) and handing information on to school staff or parents.

Skills and Competencies:

- Confident behaviour-management skills: able to model routines, set clear boundaries and de-escalate low-level incidents calmly and consistently.
- Good interpersonal and communication skills — able to build positive relationships quickly with pupils, parents/carers and colleagues and pass on concise, relevant information.
- Practical organisational skills: able to set up/clear away resources, maintain a clean, safe space and manage simple food-safety and hygiene tasks.
- Accurate, reliable record-keeping for registers, incidents and medication, and basic IT competence to log information or email the office.
- Basic first-aid awareness and the ability to follow school medical procedures; able to respond appropriately until a qualified first-aider is available.
- Teamwork and adaptability: able to follow direction from senior staff, work with other adults/volunteers and adapt to changes in routines or pupil needs.

Personal Qualities:

- Warm, patient and approachable — visibly calm under pressure and able to help pupils feel safe and settled.
- Reliable and punctual with a strong sense of responsibility for pupil safety and wellbeing.
- Flexible and positive attitude — willing to help where needed and adapt to changing demands in a busy school morning context.
- Respectful and professional in dealings with parents/carers and colleagues, demonstrating confidentiality and good judgement.
- Proactive and observant — notices changes in pupil mood/behaviour or the environment and reports concerns promptly.
- Committed to the school's values of inclusivity, nurture and collaboration and to enabling every pupil to start the school day ready to learn.

Safeguarding:

- A thorough understanding of safeguarding practises and commitment to promoting pupil safety and wellbeing.