**Smarden Primary School**

**PERSON SPECIFICATION**

**After School Club Supervisor**

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|  | **Essential** | **Desirable** |
| **Qualifications and****Training:** | * GCSE grade C or above English and Maths or equivalent.
 | * Paediatric First Aid Certificate or willingness to obtain
* Food Hygiene certificate or willingness to obtain
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| **Experience:** | * Previous experience of working with children (paid or voluntary).
 | * Previous experience of working in a school environment
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| **Knowledge and Skills:** | * 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)
* The ability to plan and co-ordinate stimulating activities across a wide age range.
* 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 backgrounds
* 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
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| **Personal****Qualities &****Attributes:** | * The ability to inspire curiosity and a love of learning amongst young children
* The ability to respond creatively to new challenges
* The ability to work positively and sensitively with pupils, parents and staff.
* 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 attendance record
* Smart appearance
* A sense of humour!
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