**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 |
| **Experience:** | * Previous experience of working with children (paid or voluntary). | * Previous experience of working in a school environment |
| **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 | |
| **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! | |