

ROCHDALE BOROUGH COUNCIL
PERSON SPECIFICATION

Before and After School Club Assistant

Grade 3 (SCP) 5-6

Note to Applicants

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

- The *Essential* Criteria are for the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.
- The *Desirable* Criteria are used to help decide between candidates who meet **ALL** the Essential Criteria.
- The *How Identified* column shows how the Council will obtain the necessary information about you.
- If the How Identified column says the Application Form next to an Essential Criteria or a Desirable Criteria, you **MUST** include in your application enough information to show **how** you meet this criteria. You should include examples from your paid or voluntary work.

ATTRIBUTES	ESSENTIAL	HOW IDENTIFIED	DESIRABLE	HOW IDENTIFIED
QUALIFICATIONS AND EXPERIENCE	• To possess, or willing to working towards, GCSE English and Mathematics at Grade A*- C or Level 9-4, or an alternative Level 2 qualification in Literacy and Numeracy. • To possess or be willing to work towards a Level 2 certificate in Early Years, Child Care or Playwork. • Paediatric first aid qualification. • Willingness to obtain basic food hygiene certificate. • Experience working in a children's day care/ school setting. • Experience organising a range of activities for children. • Experience working as part of a team.	Application Form/Checking of Certificates	• Basic food hygiene certificate.	Application Form/Checking of Certificates

SKILLS AND KNOWLEDGE	• Sound interpersonal skills to build and maintain effective working relationships. • Ability to empathise, influence, motivate and engage effectively with children and young people. • Initiative and creativity to develop a range of activities that are relevant to and meet children's needs. • Effective organisational skills to prioritise work and meet deadlines. • Ability to keep accurate records and undertake administration. • Ability to promote a positive ethos, and act as a role model. • Understanding of principles of child development, learning styles and independent learning. • Knowledge of safeguarding/ child protection procedures when working with children. • Knowledge of appropriate health and safety and food hygiene policies.	Application Form/Interview		
SPECIAL WORKING CONDITIONS	• Ability to work flexible hours including school holidays, evenings and occasional weekends. • The ability to converse at ease with customers and service users and provide advice in accurate spoken English.	Application Form		