

ROCHDALE BOROUGH COUNCIL
PERSON SPECIFICATION

Before and After School Club Assistant

Grade 3 (SCP) 14-17

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 be willing to work towards GCSE English and Mathematics at Grade A*- C or a 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		