

# Person Specification / Selection Criteria Extended Schools/Childcare Level 3/Grade 4

Safe &  
Sound  
Club  
Childcare  
Assistant

## A. Experience

	Essential	Desirable	Source A = Application I = Interview R = References T = Task/Observation P = Presentation
Experience of working with children, young people and families	E		A,I,R
Experience of planning and assessing children's progress in accordance with the EYFS	E		A,I,R
Experience of working with Ofsted during the inspection process		D	A,I,R
Experience of working with or caring for children of a relevant age or learning need	E		A, I, R

## B. Training and Qualifications

	Essential	Desirable	Source
NVQ level 2 in playwork/childcare or equivalent teaching assistant qualification	E		A, I
NVQ level 3 in playwork/childcare/ or willingness to work towards or equivalent teaching assistant qualification		D	A, I
Commitment to undertake further relevant training	E		A, I
Good numeracy and literacy	E		A, I
Commitment to undertake further relevant training	E		A, I
First Aid Certificate (paediatric) or willingness to undertake	E		A,I
Basic Food Hygiene Certificate or willingness to undertake within agreed timescale	E		A, I

## C. Knowledge and Understanding

Applicants should be able to demonstrate knowledge and understanding of the following areas relevant to the post.

	Essential	Desirable	Source
Knowledge of current Government legislation relating to early years and childcare	E		A, I
Understanding of relevant legislation, current policies and codes of practice	E		A, I
Knowledge of relevant policies and codes of practice		D	
Knowledge and understanding of National and local priorities relating to Children's Centres		D	A, I
Knowledge of child development and learning processes	E		A, I
Knowledge of Health and Safety	E		A, I

## D. Personal Skills, Abilities and Competencies

Applicants should be able to provide evidence that they have the necessary skills and abilities required.

	Essential	Desirable	Source
Ability to communicate with and relate well to children and adults	E		A, I
Ability to work under supervision and as a team member	E		A, I
Ability to liaise and work constructively with other agencies	E		A, I
Ability to work in accordance with the schools health and safety policies	E		A, I
Ability to develop and implement programmes of work for individual and groups of children in accordance with their needs		D	A, I
Effective record keeping and report writing skills	E		A, I, R
Ability to facilitate and record transition meetings and records	E		A, I, R
Ability to deal with minor injuries	E		A, I
Ability to prepare simple snacks and/or meals	E		A, I
Ability to use IT to support learning		D	A, I

## E. Legal Issues

	Essential	Desirable	Source
Legally entitled to work in the UK	E		A, I