

**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
<b>QUALIFICATIONS AND EXPERIENCE</b>	<ul style="list-style-type: none"><li>• 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.</li><li>• To possess or be willing to work towards a Level 2 certificate in Early Years, Child Care or Playwork.</li><li>• Paediatric first aid qualification.</li><li>• Willingness to obtain basic food hygiene certificate.</li><li>• Experience working in a children's day care/ school setting.</li><li>• Experience organising a range of activities for children.</li><li>• Experience working as part of a team.</li></ul>	<b>Application Form/Checking of Certificates</b>	<ul style="list-style-type: none"><li>• Basic food hygiene certificate.</li></ul>	<b>Application Form/Checking of Certificates</b>

<b>SKILLS AND KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Sound interpersonal skills to build and maintain effective working relationships.</li> <li>• Ability to empathise, influence, motivate and engage effectively with children and young people.</li> <li>• Initiative and creativity to develop a range of activities that are relevant to and meet children's needs.</li> <li>• Effective organisational skills to prioritise work and meet deadlines.</li> <li>• Ability to keep accurate records and undertake administration.</li> <li>• Ability to promote a positive ethos, and act as a role model.</li> <li>• Understanding of principles of child development, learning styles and independent learning.</li> <li>• Knowledge of safeguarding/ child protection procedures when working with children.</li> <li>• Knowledge of appropriate health and safety and food hygiene policies.</li> </ul>	<b>Application Form/Interview</b>		
<b>SPECIAL WORKING CONDITIONS</b>	<ul style="list-style-type: none"> <li>• Ability to work flexible hours including school holidays, evenings and occasional weekends.</li> <li>• The ability to converse at ease with customers and service users and provide advice in accurate spoken English.</li> </ul>	<b>Application Form</b>		