



## St Andrew's Catholic Primary School

### Childcare Assistant Before School Club– Person Specification

	Essential Criteria	Desirable Criteria	Measured By
<b>Education &amp; Qualifications</b>	<ul style="list-style-type: none"> <li>NVQ Level 3 or equivalent childcare qualification.</li> <li>First Aid qualification or willingness to achieve as soon as possible.</li> <li>Safeguarding training or willingness to engage in the process.</li> </ul>	<ul style="list-style-type: none"> <li>Early Years Educator qualification.</li> <li>Food Hygiene Certificate.</li> </ul>	Application
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>Skilled in communicating with children, parents and with school staff</li> <li>Able to build effective relationships with children</li> <li>Able to be patient and tolerant in dealing with children</li> <li>Able to understand various needs of children</li> <li>Able to adapt activities to suit need</li> </ul>		Application  Interview
<b>Experience &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>Understanding of child development through play and learning</li> <li>Ensuring the health, safety and welfare of children</li> <li>Awareness and understanding of child protection and safeguarding issues</li> <li>Awareness of needs of disadvantaged groups</li> <li>Relevant Health and Safety experience</li> <li>Engaging in effective systems for planning, recording, monitoring and evaluating</li> <li>Working with children with additional needs</li> <li>How to effectively implement equality and diversity aspects</li> </ul>	<ul style="list-style-type: none"> <li>Promoting the participation of children</li> <li>Knowledge and experience of Early Years curriculum</li> <li></li> </ul>	Application  Interview



<b>Core Qualities</b>	<ul style="list-style-type: none"> <li>• Personal Effectiveness: creates a calming purposeful environment for children, operates with resilience, flexibility and integrity.</li> <li>• Communication: shares and listens to information, opinions and ideas, using a range of effective approaches.</li> <li>• Self-awareness: learns continuously and effectively adapts behaviour in response to feedback.</li> <li>• Service Delivery: understands customer needs and responds appropriately.</li> </ul>		Application  Interview
<b>Other Requirements</b>	<ul style="list-style-type: none"> <li>• Commitment to:             <ul style="list-style-type: none"> <li>○ Equal opportunities</li> <li>○ Safeguarding of children</li> <li>○ High quality childcare provision</li> <li>○ Being reliable and efficient</li> </ul> </li> </ul>		Application  Interview
<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>• Support the Manager in promoting safeguarding and welfare, being specifically responsible for the children, young people and vulnerable adults s/he is responsible for, or comes into contact with</li> <li>• Refer any safeguarding issues to the school's DSL immediately and record concerns on the relevant IT system.</li> <li>• Ensure compliance to Safeguarding Policies and Procedures within the MAC</li> <li>• All Saints Multi Academy Company policies and procedures</li> </ul> <p>             All duties and responsibilities must be carried out with due regard to the Our Lady and St Andrew's, part of Our Lady and All Saints Multi Academy Company, has a responsibility for and is committed to safeguarding and promoting the welfare of children, young people and vulnerable groups. All employees and volunteers are expected to share this commitment and to obtain an Enhanced Disclosure and Barring Service check (DBS) and where relevant, a childcare disqualification check. Any offer of employment will be subject to satisfactory references and other satisfactory pre-employment checks. This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974, 2013 and 2020.           </p> <p>             An online search will also be carried out as part of due diligence on all short-listed candidates.           </p>		