

**PERSON SPECIFICATION**

JOB TITLE	After-School Assistant
DEPARTMENT	Preparatory School
SECTION	Preparatory School
LINE MANAGER	Assistant Head: Co-Curricular and Community (Prep)

The successful candidate will be required to fulfil all duties as outlined in the job description. In addition to this, the candidate should possess the following competencies which are essential to this position:

CRITERIA	ESSENTIAL	DESIRABLE
QUALIFICATIONS, SKILLS & EXPERIENCE:		
Level 2 childcare or equivalent		√
(Paediatric) first aid qualification – training will be provided		√
Working with or caring for pupils of relevant age	√	
Understanding of relevant policies / codes of practice and awareness of relevant legislation	√	
Commitment to and understanding of Equal Opportunities	√	
Basic understanding of child development and learning	√	
Basic food hygiene	√	
Appropriate knowledge of First Aid	√	
Basic understanding of Health & Safety	√	
APTITUDES:		
Commitment to the protection and safeguarding of children and young people	√	
Confidence in dealing with young people, maintaining discipline, motivation and ensuring wellbeing of children including acting on bullying	√	
Ability to self-evaluate learning needs and actively seek learning opportunities	√	
Ability to always maintain confidentiality	√	
Ability to work constructively as part of a team, understanding classroom roles and responsibilities and own position within these	√	
Ability to promote school when talking to visitors, colleagues, and members of the community	√	
Safeguard and promote the welfare of children	√	
Contribute to the wider school community	√	
Enthusiastic about working with all children and young people between the ages of 4 and 18	√	

Forest School is committed to safeguarding and promoting the welfare of children. Appointment to this position requires an enhanced DBS disclosure.

Ability to uphold appropriate standards of behaviour	√	
Discretion, courtesy, honesty, and integrity	√	
Reliable, punctual, diligent and well-organised	√	