

Job Title: Out of School Assistant

Person Specification:

	Job Requirements
Education and qualification	<p>Essential</p> <ul style="list-style-type: none"> • Hold a relevant qualification to at least NVQ level 2 or suitable equivalent childcare qualifications that would support the role. • GCSE Maths and English qualification Grade 4 or above
Knowledge and experience	<p>Essential</p> <ul style="list-style-type: none"> • Experience in a similar provision or relevant experience. • Be competent in the use of ICT – including experience of working with Word and Excel. • Have a sound understanding of the current legislation relating to Safeguarding of children and young adults and the responsibilities that go with this. • Experience of working in a childcare environment for example school, nursery, childcare provider.
Skills and abilities	<p>Essential</p> <ul style="list-style-type: none"> • Professional, reliable, conscientious, proactive, team player and good sense of humour. • Excellent time keeper. • Be an effective communicator and be able to work effectively with all stakeholders including school leaders, pupils, parents and carers. • Willingness to promote the school core values. • Have experience in delivering outstanding customer service. • Desire and ability to constantly improve on own practice and knowledge through CPD and learning from others.
Special Requirements	<ul style="list-style-type: none"> • You will be required to deliver paediatric and emergency first aid at work. This is an essential component of the role. Training will be provided if required. • Food Hygiene Certificate - training provided. • A commitment to high professional and personal standards. • Understanding the importance of maintaining confidentiality. • A flexible approach to work. • Commitment to equal opportunities and valuing diversity. • An Enhanced Disclosure is required for this post.