



**JOHN RANKIN
SCHOOLS**

PERSON SPECIFICATION

After School Club Assistant

Qualifications, training and education

- NVQ Level 2 or equivalent.
- First Aid certificate

Skills and abilities

Teaching and learning

- Ability to support children's social, physical, intellectual, creative and emotional development through play, enabling children to participate safely and positively.
- Ability to recognise and respond to the individual developmental needs of children aged 4–11, supporting inclusive access to play and learning opportunities.

Behaviour management

- Ability to support appropriate behaviour and apply behaviour expectations consistently in line with school policy, contributing to a safe and positive club environment.

Pastoral and inclusion

- Understanding of and commitment to good quality childcare, supporting children's safety, wellbeing and development.
- Commitment to the wellbeing, safety and inclusion of all children, enabling children to access activities appropriately and confidently.

Communication

- Interpersonal and communication skills, both written and verbal, with children, colleagues and external contacts.

Organisation and planning

- Ability to organise time effectively, prioritise tasks and meet deadlines.
- Ability to plan and support structured and unstructured play activities that meet children's needs and promote positive engagement.



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Technical skills

- Ability to use and maintain play equipment and resources safely and appropriately.

Personal qualities

- Experience of working with children aged 4–11.
- Reliability and a sense of responsibility when working with children.
- Tact, sensitivity and diplomacy when working with children and adults.
- Ability to maintain confidentiality.
- Ability to work as part of a team.
- Proactive, flexible and adaptable approach to work.
- Attention to detail.
- Ability to use initiative and work independently when required.
- Willingness to learn and develop personal skills.

Requirements specific to the role

- All staff and volunteers are expected to be committed to safeguarding, equality and promoting the welfare of children and young people.
- To ensure awareness of local safeguarding policies and procedures and to report any concerns or information received as required.
- Suitability to work with children.