

## Personal Specification – Before & After School Club Assistant

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential (E) :- without which candidate would be rejected  
Desirable (D) :- useful for choosing between two good candidates.

Attributes	Essential	How Measured	Desirable	How Measured
Experience	Demonstrable experience of care of young children			
Skills/Abilities	Able to communicate effectively with parents and young children – able to empathise, support and comfort. Able to maintain accurate records. Able to organise own workload and act on own initiative.  Functional skills in English and Maths	1,2,5  1,2 1,2  1,2,	Experience of working in a school environment.	1,2
Competencies	Able to demonstrate appropriate motivation to work with young people  Able to form appropriate relationships with young people  Emotional resilience in working with challenging behaviours  Appropriate attitudes to use of authority and maintaining discipline	1,2  1,2  1,2  1,2		
Equality Issues	Able to identify and act upon discrimination.	1,2		
Specialist Knowledge			Some knowledge of Health & Safety in a childcare setting. Some knowledge of behaviour management. Some knowledge of child protection issues.	1,2  1,2  1,2
Education and Training	First Aid certificate, or able to train and pass. Food Hygiene certificate or able to train and pass	1,2,4		
Other Requirements	Willingness to undertake training.	1,2		

(1 = Application Form 2 = interview 3 = Test 4 = Proof of qualification 5 = Practical Exercise

We will consider any reasonable adjustments under the terms of Disability Discrimination Act (1995), to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The job holder will ensure that Central Bedfordshire Councils policies are reflected in all aspects of his/her work, in particular those relating to:

1. **Equal Opportunities**
2. **Health and Safety**
3. **Data Protection Act (1984 & 1988)**

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Criminal Records Bureau.