



Person Specification

School: Heighington C of E Primary School
Job title: Out of Hours Supervisor

Criteria	Essential	Desirable	Assessment method
Qualifications and knowledge	• GCSE C or above in Maths & English • Ambition to work towards further qualifications	• Level 2 in Early Years/Childcare/Playwork or equivalent • Current First Aid qualification • Food Hygiene certificate	1. Evidence from application form 2. Certification
Skills	• Good degree of empathy when dealing with children • Good verbal communicator • Good customer service • Good organisational skills • Suitable to work with children • Ability to follow instructions	• Good written communicator • Able to plan and provide age-appropriate activities • Able to observe and assess children's learning & development	1. Application Form 2. Interview 3. DBS Disclosure 4. References

Experience	• Some relevant childcare experience	• Previous experience of working within a school/club/Early Years Setting • Working effectively as part of a team • Working with children with SEND	1. Application Form 2. Interview 3. References
Other requirements	• Awareness of good childcare practice • Warm and friendly • Honest, trustworthy, reliable • Flexible • Team Player • Use own initiative	• Health & Safety, First Aid • Awareness of current legislation and guidance • Key operational policies and procedures, eg Health & Safety, Child Protection, Behaviour Management & Administering of medicine • Reflective • Creative • Commitment to continuous improvement	1. Application Form 2. Interview 3. References 4. Trial session