

BEFORE SCHOOL CARE ASSISTANT

PERSON SPECIFICATION

The Person Specification is an important part of the application process and will be used to shortlist candidates. You will need to demonstrate in your supporting statement/application form how you meet the following criteria.

	Essential	Desirable	How identified
Qualifications and training	<ul style="list-style-type: none"> • Good standard of general education • Experience of effective working in a small team of staff in a primary or childcare/ pre-school setting 	<ul style="list-style-type: none"> • NVQ2 or equivalent • Basic first aid certificate • Basic food hygiene certificate 	<ul style="list-style-type: none"> • Application
Experience	<ul style="list-style-type: none"> • Working with children and young people in a primary or childcare/ pre-school setting 	<ul style="list-style-type: none"> • Experience of using basic technology • Experience of undertaking administrative processes 	<ul style="list-style-type: none"> • Application • References • Interview
Knowledge and understanding	<ul style="list-style-type: none"> • Demonstrate a wide range of practical play work skills • Understand the range of needs which children and their families may have 	<ul style="list-style-type: none"> • Knowledge of policies and procedures relating to child protection, health and safety, security, equal opportunities and confidentiality 	<ul style="list-style-type: none"> • Application • Interview • References
Skills	<ul style="list-style-type: none"> • Work alongside the manager to provide and facilitate an inclusive, safe and creative play • Communicate effectively with a wide range of groups and individuals • To work as an integral part of the team 	<ul style="list-style-type: none"> • Able to develop strategies for creating community links 	<ul style="list-style-type: none"> • Application • References • Interview

	<ul style="list-style-type: none"> • To be able to plan effectively with the manager and respond to unplanned circumstances using initiative, sound judgement and common sense. 		
Personal Qualities	<ul style="list-style-type: none"> • Highly motivated • Imaginative/ creative • High personal and professional expectations • Willingness to undertake further training as required • Fully supportive of the caring community ethos of our school • Suitability for working with children and families 	<ul style="list-style-type: none"> • Forward looking • Sense of humour • Willingness to contribute to the wider life of the school 	<ul style="list-style-type: none"> • DBS clearance • References • Interview • Application