

**Person Specification**  
**Out of School Club Assistant**

<b>General heading</b>	<b>Detail</b>	<b>General Examples</b>
<b>Qualifications &amp; Experience</b>	Specific qualifications & experience	Successful experience of working with children in a school/club environment.
	Knowledge of relevant policies and procedures	Basic knowledge of First Aid
	Literacy	Good reading and writing skills.
	Numeracy	Ability to count and undertake basic calculations.
	Technology	Ability to use basic equipment e.g. photocopier, video.
<b>Communication</b>	Written	Ability to write basic reports
	Verbal	Ability to use clear language to communicate information unambiguously with children and adults Ability to listen effectively
	Languages	Seek support to overcome communication barriers with children and adults.
	Negotiating	Consult with children and other adults
<b>Working with children</b>	Behaviour Management	Understand and implement the school's behaviour management policy.
	SEN	Ability to understand and support children with developmental difficulty or disability
	Curriculum/School organisation	Good understanding of games and activities
	Child Development	Good understanding of the way in which games and activities can help children develop
	Health & Well being	Understand and support the importance of emotional and physical wellbeing in children. Take responsibility for own wellbeing
<b>Working with others</b>	Working with partners	Understand the role of others working in and with the school.
	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults using appropriate communication styles Ability to build open and honest relationships.
	Team work	Ability to work effectively with a range of adults
	Information	Know when, how and with whom to share information

<b>Responsibilities</b>	Organisational skills	Good organisational skills Ability to remain calm under pressure
	Line Management	Ability to manage and support the work of others
	Time Management	Ability to manage own time effectively
	Creativity	Demonstrate creativity and an ability to resolve problems independently
<b>General</b>	Equalities	Awareness of and promotion of equality
	Health & Safety	Good understanding of Health and Safety
	Child Protection	Good understanding and effective implementation of child protection procedures
	Confidentiality/Data Protection	Understand and comply with procedures and legislation relating to confidentiality
	CPD	Demonstrate a clear commitment to develop and learn in the role