

**Breakfast Club Assistant
Person Specification**

| General heading | Detail | Examples |
|--|---|--|
| Qualifications & Experience | Specific qualifications & experience | Working with or caring for children |
| | Knowledge of relevant policies and procedures | Knowledge of First Aid |
| | Literacy | Basic reading and writing skills |
| | Numeracy | Ability to count and undertake basic calculations |
| | Technology | Ability to use basic equipment e.g. photocopier, video |
| Communication | Written | Ability to complete basic forms |
| | Verbal | Ability to exchange routine verbal information in English clearly with children and adults |
| | Languages | Seek support to overcome communication barriers with children and adults |
| | Negotiating | Consult with children and other adults |
| Working with children | Behaviour Management | Understand and implement the school's behaviour management policy |
| | SEN | Understand and support the differences in children and adults and respond appropriately |
| | Curriculum | Understanding of games and activities which support learning |
| | Child Development | Understanding of the way in which games and activities can help children develop |
| | Health & Well being | Understand the importance of physical and emotional wellbeing |
| Working with others | Working with partners | Understand the role of others working in the school |
| | Relationships | Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults |
| | Team work | Ability to work effectively with other adults in the school |
| | Information | Ability to provide timely and accurate information |
| Responsibilities | Organisational skills | Good organisational skills |
| | Line Management | N/A |
| | Time Management | Ability to manage own time effectively |
| | Creativity | Ability to follow instructions |
| General | Equalities | Demonstrate a commitment to equality |
| | Health & Safety | Basic understanding of Health & Safety |
| | Child Protection | Understand and implement child protection procedures |
| | Confidentiality/Data Protection | Understand procedures and legislation relating to confidentiality |
| | CPD | Be prepared to develop and learn in the role |

