

ST ANDREW'S CE (VA) INFANT SCHOOL
Person Specification – Breakfast Club Assistant Scale 2 (SCP 4)

Criteria	Essential (E) Desirable (D)	Method of Assessment Application (A) Interview (I) References (R) Observation (O)
Qualifications		
NVQ Level 2 or equivalent relevant qualification	E	A
GCSE's in English and Mathematics (Grade C or above) or equivalent	E	A
Qualification in IT	D	A
First Aid qualification	D	A
Food Hygiene level 2 or equivalent	D	A
Experience		
Experience of working with young children and collaboratively with others	E	A/I
Experience of successfully working in a team	E	A/I
Experience of working with children within the age range of 7-11	D	A/I
Experience of working with disadvantaged pupils or those with learning difficulties	D	A/I
Experience of working effectively with children in different year groups	D	A/I
Experience of working on a one-to-one basis with pupils	D	A/I
Knowledge and skills		
Good numeracy and literacy skills	E	A/I/O
Good communication skills	E	A/I/O
Competent in the use of ICT	E	A/I/O
Ability to work as part of a team	E	A/I/R
Ability to develop good working relations with children and adults	E	A/I/R
Knowledge and understanding of behaviour management strategies	E	A/I/R
Experience of displaying work effectively, and making and maintaining basic teaching resources.	D	A/I/R
Experience of supporting the teacher in using a range of successful teaching and learning strategies to meet the needs of all pupils	D	A/I/R
General understanding of the curriculum and basic learning strategies	D	A/I/R
Initiative/ Circumstances		
Ability to self-motivate and prioritise workload effectively	E	A/I/R
Able to follow instructions and guidance	E	A/I/R
Willing to participate in further training and development activities	E	A/I/R
Ability to work under pressure	E	A/I/R
Ability to be flexible as required	E	A/I/R
Understands the important of confidentiality	E	A/I/R
Positive attitude to working with young children and adults (eg parents)	D	A/I/R

(E) – essential criteria (candidates must demonstrate that they have the ability to fulfil these aspects of the job description on day 1 of the post and without any additional training)

(D) – desirable criteria (the candidate must demonstrate the ability to be able to fulfil the desirable criteria of the post, with training and support)

All candidates will be short listed against the essential criteria. Only those candidates whose written application fulfils the requirements of the essential criteria will be shortlisted for interview. If a large number of candidates meet all the essential criteria, the panel will then consider the desirable criteria within the job specification.