

**POST: BREAKFAST & AFTER SCHOOL CLUB ASSISTANT - Band**

<b>SKILLS/ ABILITY/ EXPERIENCE</b>	<b>TO DO WHAT?</b>	<b>HOW WELL? NOW OR WITH TRAINING?</b>	<b>HOW IMPORTANT AT THE TIME OF APPOINTMENT?</b>
<p><b><u>KNOWLEDGE</u></b></p> <p>Good basic level of literacy and numeracy</p> <p>First Aid qualification</p> <p>Experience of working with/caring for children of a relevant age</p>	<p>To carry out basic clerical tasks associated with the running of the Club</p> <p>To administer basic First Aid to children as required</p> <p>To provide care and supervise play activities and eating</p>	<p>Now</p> <p>With training</p> <p>Now</p>	<p>5</p> <p>4</p> <p>5</p>
<p><b><u>INTERPERSONAL &amp; COMMUNICATION SKILLS</u></b></p> <p>Ability to communicate information and ideas effectively to both adults and children</p>	<p>To relate to/communicate with the children and to develop and maintain good working relationships with colleagues and parents</p>	<p>Now</p>	<p>5</p>
<p><b><u>INITIATIVE &amp; INDEPENDENCE</u></b></p> <p>Ability to work independently with groups of children (with access to Supervisor when required)</p>	<p>To lead play and supervise groups of children</p>	<p>Now</p>	<p>5</p>

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<p><b><u>PHYSICAL DEMANDS</u></b></p> <p>Reasonable level of physical fitness</p>	<p>To lift and carry play equipment</p> <p>To implement play activities and to interact/play with the children</p>	<p>Now</p>	<p>4</p>
<p><b><u>MENTAL DEMANDS</u></b></p> <p>Awareness of needs/demands of young children and how they act/react</p>	<p>To react to children’s needs and demands and to ensure their safety and welfare while they are in the care of the Club</p>	<p>Now</p>	<p>5</p>
<p><b><u>EMOTIONAL DEMANDS</u></b></p> <p>Occasional</p>			
<p><b><u>RESPONSIBILITY FOR PEOPLE</u></b></p>			

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Understanding of key safeguarding issues	<p>To ensure correct reporting and monitoring of any safeguarding issues which may arise</p> <p>To maintain appropriate levels of confidentiality and data security in respect of personal/pupil/colleague information</p>	Awareness of the sensitivity of these issues now – training given in school procedures	4
<p><u><b>RESPONSIBILITY FOR PHYSICAL RESOURCES</b></u></p> <p>Stock ordering/control experience</p>	To order/purchase food for meal/snacks	With training	2