# Person Specification: TEA CLUB ASSISTANT

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.

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|  | Essential | Desirable |
| Qualifications & training | * Maths and English GCSE level C or above
 | * Level 3 or above qualification in childcare
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| Experience | * Experience of working in the Early Years Foundation Stage and with children aged from 3-11 years.
 | * worked in a school or Nursery environment
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| Professional Values | * Desire to work within a school as part of the team and be sympathetic to the school’s ethos and aims and meet the expectations of the school’s Management Team
* Ability to establish and maintain good professional relationships with pupils, parents and colleagues
* Ability to adopt a flexible approach to working
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| Knowledge and understanding | * Understand the statutory requirements of legislation concerning Safeguarding, including Child Protection, Equal Opportunities, Health & Safety and inclusion
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| Skills | * Carrying out supervisory duties as required
* Establish and develop appropriate relationships with children and their parents/carers.
* Promote a positive working  environment;
* Be able to use initiative
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| Personal characteristics | * Punctual
* Creative and enthusiastic
* Organised and resourceful
* Be of smart appearance
 | * an awareness of the ethos of St Mary’s School and the contribution this makes to the community
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| Mandatory requirements | * Have a current (dated within the last 3 months) or be willing to undergo an Enhanced Disclosure and Barring Service (DBS) Check
* Be willing to undergo a pre-employment health check
* Be willing to undertake training as required
* To abide by the School’s code of conduct.
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| “Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed. Appointment is subject to an enhanced Disclosure and Barring Service (DBS) check for regulated activity (if the candidate has lived in the UK) and/or criminal/police checks for all other countries inhabited (irrespective of whether they worked in those countries).” |

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| **Signature of /Tea Club Manager** |  |
| Date |  |

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| **Signature of Tea Club Assistant** |  |
| Date |  |