



**PERSON SPECIFICATION**

**JOB TITLE:** ATA

<b>Essential upon appointment</b>	<b>Desirable on appointment</b>
<b>Knowledge</b> <ul style="list-style-type: none"><li>• Good understanding of children/young people's development and learning processes</li><li>• Understanding of individual children and young people's needs</li><li>• An understanding that children/young people have differing needs and knowledge of inclusive practice</li></ul>	<ul style="list-style-type: none"><li>• Knowledge of behaviour management techniques</li><li>• Knowledge of Child Protection policies &amp; procedures</li><li>• Knowledge of Health &amp; Safety legislation</li></ul>
<b>Experience</b> <ul style="list-style-type: none"><li>• Appropriate experience working with children in an education setting</li></ul>	<ul style="list-style-type: none"><li>• Experience in EYFS</li><li>• Experience of delivering evidence based interventions that accelerate learning</li></ul>
<b>Occupational Skills</b> <ul style="list-style-type: none"><li>• Good written and verbal communication skills: able to communicate effectively and clearly and build relationships with a range of staff, children, young people, their families and carers</li><li>• Behaviour management</li><li>• Good reading, writing and numeracy skills</li></ul>	<ul style="list-style-type: none"><li>• Demonstrable ICT skills and ability to use them as part of the learning process, or, the ability to develop ICT skills in a reasonable timeframe</li></ul>
<b>Qualifications</b> <ul style="list-style-type: none"><li>• Relevant NVQ Level 3 or equivalent</li></ul>	<ul style="list-style-type: none"><li>• Appropriate first aid training</li></ul>
<b>Personal Qualities</b> <ul style="list-style-type: none"><li>• Demonstrable interpersonal skills</li><li>• Ability to work successfully in a team</li><li>• Able to exercise judgement</li><li>• Confidentiality</li><li>• Flexibility</li></ul>	<ul style="list-style-type: none"><li>• Creativity</li></ul>



# Oakbridge CofE Primary School

## Other Requirements

- Enhanced DBS clearance
- To be committed to the school's policies and ethos
- To be committed to Continuing Professional Development
- Motivation to work with young children
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours and attitudes
- An understanding of equality & diversity

NB – Assessment criteria for recruitment will be notified separately.

You should use this information to make the best of your application by identifying some specific pieces of work you may have undertaken in any of these areas. You will be tested in some or all of the skill specific areas over the course of the selection process.



## **PERSON SPECIFICATION**

**JOB TITLE:** Breakfast Club Lead

<b>Essential upon appointment</b>	<b>Desirable on appointment</b>
<b>Knowledge</b> <ul style="list-style-type: none"><li>• An understanding of and commitment to the provision of good quality childcare</li><li>• A sound understanding of safeguarding procedures</li><li>• Knowledge of healthy eating</li></ul>	<ul style="list-style-type: none"><li>• An understanding of food hygiene rules</li><li>• Health &amp; safety knowledge, including lifting and handling and fire prevention</li></ul>
<b>Experience</b> <ul style="list-style-type: none"><li>• Some experience of working with children in a play work or educational setting</li></ul>	
<b>Occupational Skills</b> <ul style="list-style-type: none"><li>• Ability to plan and deliver safe activities relevant to the age of the children</li><li>• Ability to work on own initiative and use common sense</li><li>• Ability to communicate effectively with parents and colleagues, verbally and in writing</li><li>• Ability to maintain confidentiality</li><li>• Ability to work effectively in a team</li><li>• Committed to continuing professional development</li><li>• Emotional resilience</li><li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people</li></ul>	<ul style="list-style-type: none"><li>• Behaviour management skills</li><li>• Basic ICT skills</li></ul>
<b>Qualifications</b> <ul style="list-style-type: none"><li>• Literacy skills for accurate record keeping</li></ul>	<ul style="list-style-type: none"><li>• Food Hygiene certificate</li><li>• Childcare qualification</li><li>• First Aid qualification</li></ul>
<b>Other Requirements</b> <ul style="list-style-type: none"><li>• Enhanced DBS clearance</li><li>• The ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post</li></ul>	

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