

# Lancashire County Council

Person specification form		
<b>Post title:</b> Out of School Club Assistant	<b>Grade:</b> 3	
<b>Directorate:</b> Children and Young People	<b>Post number:</b>	
<b>Establishment or team:</b> Carr Head Primary School		
Under clear direction, to support the Club Manager to create high quality play opportunities within a safe and caring environment. To provide a high standard of physical, emotional, social and intellectual care for the children in the Club, including those with special needs. To assist the Club Manager in ensuring the EYFS requirements are met and to be involved in basic record keeping and supporting Club activities.	<b>Essential (E) or desirable (D)</b>	<b>To be identified by: application form (AF), interview (I), test (T), reference (R) or other (give details)</b>
<b>Qualifications</b> Relevant Child Care qualification (or equivalent)	D	AF
<b>Experience</b> Experience of working with or caring for children of primary school age.	D	AF / I
<b>Knowledge, skills and abilities</b> Ability to relate well to children Ability to work as part of a team Ability to organise resources Good communication skills (oral and written) Knowledge of the concept of confidentiality Basic knowledge of first aid Ability to use relevant technology (e.g. computer, photocopier) Flexible attitude to work	E E E E E E D E	AF/I/R
<b>Other</b> (including special requirements) 1. Commitment to safeguarding and protecting the welfare of children and young people 2. Commitment to equality and diversity 3. Commitment to health and safety 4. Satisfactory attendance record/commitment to regular attendance at work 5. Commitment to undertake in-service development	E  E E E E	I  I I R I
<b>Prepared by:</b> Sharon Nicholson (Headteacher) <span style="float: right;"><b>Date:</b> 18/04/2024</span>		
<b>Note: We will always consider your references before confirming a job offer in writing.</b>		