

**BREAKFAST CLUB ASSISTANT**

**PERSON SPECIFICATION**

**Knowledge and Experience**

1. NVQ 3 in Childcare and Education or relevant equivalent.
2. GCSE A-C passes in English and Maths or equivalent.
3. A good understanding of children’s development, their learning and how the curriculum works.

**Skills and Abilities**

1. Ability to follow instructions or work on own initiative as necessary
2. Ability to demonstrate active listening skills and communicate effectively with pupils, parents, carers and other professionals
3. Ability to keep accurate records
4. Ability to implement high health and safety standards and implement all Academy policies
5. Ability to work effectively as part of a team
6. Ability to establish positive relationships with children.
7. To possess ICT skills for own use and with the children.
8. Ability to maintain confidentiality on all Academy matters.
9. Ability to empathise with the needs of children and their families

**Personal Qualities**

1. A commitment to giving children and families the opportunity to reach their full potential.
2. A commitment to Equal Opportunities and Inclusion.
3. Willingness to participate in further training and developmental opportunities offered by the Academy and county, to further knowledge.
4. A commitment to continuing professional development.
5. A commitment to own presentational skills.
6. To be able to work under pressure and manage own timekeeping well.

**Desirable Criteria**

1. Experience of working in an educational setting, including with children with a range of special education needs.
2. Evidence of further recent and relevant training or qualifications

***Robsack Wood is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Successful applicants will need to undertake, or currently hold, a DBS enhanced clearance for University of Brighton Academies Trust.***