



Holy Trinity CE Primary School, Carrington Road, Richmond. TW10 5AA

Person Specification: After school club assistant

Knowledge, skills and abilities

- Able to communicate clearly, calmly and positively with children
- Able and willing to work well as part of a team
- Understand exercise the ability to keep school matters and information about children confidential
- Follow the school's child protection and safeguarding policies
- Be willing and able to abide by and promote the school procedures and practices
- Able to record in writing any serious incidents
- Ability to show sensitivity, care, concern and firmness when appropriate
- GCSE maths and English

Experience

- **Essential – experience of working with children**
- Desirable – knowledge of first aid or willingness take part in first aid training
- Experience of working in a school, after school club or nursery

Attitude and personal attributes

- Strong and enthusiastic commitment to the well-being of the children
- Respect for policies and procedures and instructions
- Good health and attendance, highly reliable
- Able to take initiative and responsibility
- Willing to be flexible
- Ability to sustain good relationships