



Person Specification

JOB TITLE:	Breakfast Club Assistant
DATE:	July 2024
STATUS:	Final

Criteria	Essential/ Desirable	Application	Tasks	Interview	Vetting Checks
Knowledge and qualifications					
1. Basic literacy and numeracy skills.	E	✓		✓	
2. Willing to undertake further training.	E	✓		✓	
3. First aid training.	D	✓		✓	✓
Experience					
4. Experience of establishing positive relationships with children.	E	✓		✓	
5. Experience of preparing basic craft materials for children.	E	✓		✓	
6. Experience of working with or caring for children in an education setting.	D	✓		✓	
7. Experience of administrative and clerical duties in a school or office environment.	D	✓		✓	
Skills and competencies					
8. Ability to safeguard and promote the welfare of children including motivation to work with children, forming and maintaining appropriate relationships and personal boundaries with children and young people, emotional resilience in working with	E	✓		✓	

challenging behaviours and attitudes to use of authority and maintaining discipline.					
9. Able to use technology to a basic level e.g. computer or photo copier.	E	✓		✓	
10. Able to work well with a team of other staff, communicating accurately both verbally and written.	E	✓		✓	
11. Able to communicate well with children.	E	✓		✓	
12. Able to empathise with the needs of children.	E	✓		✓	
13. Able to supervise groups of pupils.	E	✓		✓	
14. Able to work within and apply relevant school policies and procedures.	E	✓		✓	
Other					
15. No disclosure about criminal convictions, barring or misconduct that is considered to make the candidate unsuitable for this particular role.	E	✓			✓
16. No concerns about medical fitness or attendance that is considered to make the candidate unsuitable for this particular role.	E				✓
17. Embraces and displays the NEAT values: aspirational, collaborative, inclusive, innovative, has integrity, responsible.	E	✓	✓	✓	