

St Patrick's Catholic Primary School

<b>POST: AFTER SCHOOL CLUB ASSISTANT - GRADE 3</b>			
<b>SKILLS/ ABILITY/ EXPERIENCE</b>	<b>TO DO WHAT?</b>	<b>HOW WELL? NOW OR WITH TRAINING?</b>	<b>HOW IMPORTANT AT THE TIME OF APPOINTMENT?</b>
<b><u>KNOWLEDGE</u></b>			
Good basic level of literacy and numeracy	To carry out basic clerical tasks associated with the running of the Club	Now	5
First Aid qualification	To administer basic First Aid to children as required	With training	4
Experience of working with/caring for children of a relevant age	To provide care and supervise play activities	Now	5
<b><u>MENTAL SKILLS</u></b>			
N/A			
<b><u>INTERPERSONAL &amp; COMMUNICATION SKILLS</u></b>			
Ability to communicate information and ideas effectively to both adults and children	To relate to/communicate with the children and to develop and maintain good working relationships with colleagues and parents	Now	5
<b><u>PHYSICAL SKILLS</u></b>			
N/A			

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<p><b><u>INITIATIVE &amp; INDEPENDENCE</u></b></p> <p>Ability to work independently with groups of children (with access to Supervisor when required)</p>	To lead play and supervise groups of children	Now	5
<p><b><u>PHYSICAL DEMANDS</u></b></p> <p>Reasonable level of physical fitness</p>	<p>To lift and carry play equipment</p> <p>To implement play activities and to interact/play with the children</p>	Now	4
<p><b><u>MENTAL DEMANDS</u></b></p> <p>Awareness of needs/demands of young children and how they act/react</p>	To react to children's needs and demands and to ensure their safety and welfare while they are in the care of the After School Club	Now	5
<p><b><u>EMOTIONAL DEMANDS</u></b></p> <p>Occasional</p>			
<p><b><u>RESPONSIBILITY FOR PEOPLE</u></b></p> <p>Understanding of key safeguarding issues</p>	To ensure correct reporting and monitoring of any safeguarding issues which may arise	Awareness of the sensitivity	4

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	To maintain appropriate levels of confidentiality and data security in respect of personal/pupil/colleague information	of these issues now – training given in school procedures	
<b><u>RESPONSIBILITY FOR SUPERVISION</u></b>  N/A			
<b><u>FINANCIAL RESPONSIBILITY</u></b>  Experience of cash handling	To take payments from parents	With training	4
<b><u>RESPONSIBILITY FOR PHYSICAL RESOURCES</u></b>  Stock ordering/control experience	To order/purchase food for meal/snacks	With training	2