



Person Specification

School: Ingleton C of E Primary School
Job title: Out of Hours Supervisor

Criteria	Essential	Desirable	Assessment method
Qualifications and knowledge	<ul style="list-style-type: none"> GCSE C or above in Maths & English Ambition to work towards further qualifications 	<ul style="list-style-type: none"> Level 2 in Early Years/Childcare/Playwork or equivalent Current First Aid qualification Food Hygiene certificate 	<ol style="list-style-type: none"> Evidence from application form Certification
Skills	<ul style="list-style-type: none"> Good degree of empathy when dealing with children Good verbal communicator Good customer service Good organisational skills Suitable to work with children Ability to follow instructions 	<ul style="list-style-type: none"> Good written communicator Able to plan and provide age-appropriate activities Able to observe and assess children's learning & development 	<ol style="list-style-type: none"> Application Form Interview DBS Disclosure References Trial session
Experience	<ul style="list-style-type: none"> Some relevant childcare experience 	<ul style="list-style-type: none"> Previous experience of working within a school/club/Early Years Setting Working effectively as part of a team 	<ol style="list-style-type: none"> Application Form Interview References

Other requirements	<ul style="list-style-type: none"> • Awareness of good childcare practice • Warm and friendly • Honest, trustworthy, reliable • Flexible • Team Player • Use own initiative 	<ul style="list-style-type: none"> • Health & Safety, First Aid • Awareness of current legislation and guidance • Key operational policies and procedures, eg Health & Safety, Child Protection, Behaviour Management & Administering of medicine • Reflective • Creative • Commitment to continuous improvement 	<ol style="list-style-type: none"> 1. Application Form 2. Interview 3. References 4. Trial session
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