**Employee Specification Form**

**Title of Post Out of School Club Assistant (Head Play Leader)**

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| **Personal Attributes required****(on the basis of the job outline)** | **Essential (E)****or****Desirable (D)** | **To be identified by:****(eg application form, interview, reference etc)** |
| **Qualifications** |  |  |
|  |  |  |
| Relevant Child Care qualification (or equivalent) | D | AF/I/R |
|       |  |  |
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| **Experience** |  |  |
|  |  |  |
| Experience of working with or caring for children of relevant age | E | AF/I |
|       |  |  |
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| **Knowledge/skills/abilities** |  |  |
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| Ability to relate well to children | E | AF/I |
| Ability to work as part of a team | E |  |
| Ability to organise resources | E |  |
| Good communication skills (oral and written) | E |  |
| Knowledge of the concept of confidentialityBasic knowledge of First AidAbility to use relevant technology (e.g. video, photocopier)Flexible attitude to work | EDE |  |
| **Other** |  |  |
|  |  |  |
| Commitment to undertake in –service developmentCommitment to safeguarding children and young people | EE | AF/I |
| **Special Requirements** |  |  |
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