

PERSON SPECIFICATION

JOB TITLE: Activities Assistant
GRADE:
PREPARED BY:

DEPARTMENT: Education
POST NO:
DATE: 14 May 2014

E = ESSENTIAL D = DESIRABLE		SOURCE OF EVIDENCE - APPLICATION = A TEST = T INTERVIEW = I	
	1. EXPERIENCE, direct work experience, other relevant experience.	W =	
E	Experience of caring for and supervising children of a wide age range and providing safe creative play activities and ability to undertake all associated administrative tasks.		A/I
			A/I
	2. KNOWLEDGE, without which the job cannot be done effectively.	W =	
D	Knowledge and understanding of quality childcare and the role of a playworker.		A/I/T
			A/I/T
	3. SKILLS & ABILITIES, Essential/Capable of doing, Desirable/Able to train.	W =	
E	Ability to maintain excellent working relationships with the team and customers.		A/I
E	Ability to communicate with parents / carers and children and instil confidence with them.		A/I
E	Working effectively in a team as well as on own initiative using judgment and common sense at all times.		A/I
E	Commitment to equality of opportunities for all children and staff.		A/I
			A/I
	4. QUALIFICATIONS, TRAINING & EDUCATION, also identify training to be given.	W =	
D	Hold an appropriate childcare or playworker qualification or proven evidence of working toward the qualification e.g. CACHE Entry Level or Level 1.		A/I
			A/I
	5. PERSONALITY, SOCIAL SKILLS, Relationships, thinking style, disposition.	W =	
E	Punctual in nature.		A/I
			A/I
	6. OTHER FACTORS, Physical, Mobility, Availability, Conditions, etc.	W =	A/I
	CONTRA INDICATIONS, if any	W =	
			A/I