



Salcombe Preparatory School

Person Specification: Extended Day Assistant (for both Pre-Pre and Prep)

Essential:

- Has a satisfactory DBS plus satisfactory references
- Hold a recognised qualification in First Aid
- Ability to maintain a safe and tidy environment
- Able to arrange appropriate and varied activities for children
- Excellent literacy and numeracy skills
- Excellent communication with staff, parents and children
- Able to work under direction and using own initiative, as appropriate
- Ability to respond to situations appropriately
- Able to follow all safeguarding procedures
- Flexibility and able to work effectively as part of a team
- Willingness to be involved in all aspects of school life
- Warmth and sensitivity to children and adults
- Friendly, open and approachable

Desirable:

- Play worker qualification
- Qualified to GCSE level or equivalent in 3 subjects
- Knowledge of legal requirements in running a before and after school club
- Working with primary children