



### Person Specification

<b>JOB TITLE:</b>	<b>Breakfast Club Coordinator</b>
<b>DATE:</b>	<b>January 2024</b>
<b>STATUS:</b>	<b>Final</b>

Criteria	Essential/ Desirable	Application	Tasks	Interview	Vetting Checks
<b>Knowledge and qualifications</b>					
1. NVQ Level 2 in English and Maths or equivalent experience in relevant role.	E	✓		✓	✓
2. Knowledge of Food Hygiene, Health and Safety including COSHH, First Aid, Lifting and Handling and Fire Prevention.	E	✓		✓	
3. Working knowledge of relevant policies, codes of practice and legislation.	E	✓		✓	
<b>Experience</b>					
4. Experience of managing pupil behaviour in a school setting.	E	✓		✓	
5. Experience of working with children with special educational needs.	D	✓		✓	
<b>Skills and competencies</b>					
6. Ability to safeguard and promote the welfare of children including motivation to work with children, forming and maintaining appropriate relationships and personal boundaries with children and young people, emotional resilience in working with	E	✓		✓	

challenging behaviours and attitudes to use of authority and maintaining discipline					
7. Ability to develop good relationships with children and to work with them to promote high standards of behaviour and co-operation.	E	✓		✓	
8. Able to form positive working relationships with other staff and follow instructions and objectives.	E	✓		✓	
9. Able to work well with a team of other staff, communicating accurately both verbally and written.	E	✓		✓	
10. Able to participate in training and commitment to professional development.	E	✓		✓	
11. Able to deal with minor incidents, first aid and the personal health and hygiene of pupils.	E	✓		✓	
<b>Other</b>					
12. No disclosure about criminal convictions, barring or misconduct that is considered to make the candidate unsuitable for this particular role	E	✓			✓
13. No concerns about medical fitness or attendance that is considered to make the candidate unsuitable for this particular role	E				✓
14. Embraces and displays the NEAT values: aspirational, collaborative, inclusive, innovative, has integrity, responsible	E	✓	✓	✓	