



ST EDMUND'S COLLEGE & PREP SCHOOL

Person Specification

Rooted in Christ and Catholic tradition and under the guidance of its patron, St Edmund's aims to realise the God-given potential, in body, mind and spirit, of all members of its community through service and leadership.

Avita Pro Fide !

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Role title:	Tea Time Club Leader (part-time)		
Reporting to:	Head of St Edmund's Prep and Head of St Edmund's College		
	Essential	Desirable	Method of assessment
Qualifications	<ul style="list-style-type: none"> An appropriate Childcare qualification (Level Three or above) 		Production of the Applicant's certificates
Experience	<ul style="list-style-type: none"> Experience of working with 3 to 11 year olds Some experience of administration including budget management 		Contents of the application form Interview Professional references
Skills & Knowledge	<ul style="list-style-type: none"> An understanding of good-quality childcare Ability to provide and facilitate safe, creative play A commitment to Equal Opportunities Ability to produce regular verbal reports for the Head of St Edmund's Prep Ability to meet children's individual needs 		Contents of the application form Interview Professional references
Personal competencies and qualities	<ul style="list-style-type: none"> Ability to work on own initiative Ability to use judgement and common sense Ability to communicate at all levels Ability to manage and lead a team 		Contents of the application form Interview Professional references

The College is committed to safeguarding the welfare of children, therefore, all candidates will be required to undergo an Enhanced DBS check.

We will seek references that will include questions about past disciplinary actions or allegations in relation to behaviour with children and may approach previous employers for information to verify particular experience or qualifications.