



# FULWELL INFANT SCHOOL ACADEMY



POST: After School Club Co-Ordinator

	<u>Minimum Essential Requirements</u>	<u>Method of Assessment</u>	<u>Assessment</u>
1.	<b><u>Work-related skills/knowledge</u></b>		
	Good communication skills with adults and children	Application Form/Interview	
	Able to work as part of a team	Application Form/Interview	
	Good organisational skills	Application Form/Interview/	
2.	<b><u>Experience/Education/Training</u></b>		
	Nationally recognised Level 111 qualification or equivalent	Application Form	
	Experience of working with children aged 3-7 years, either formally or informally.	Application Form/Interview	
	Ability to control and supervise children.	Application Form/Interview	
	Some knowledge of keeping children safe	Application Form/Interview	
3.	<b><u>Other Requirements</u></b>		
	A commitment to undertake further training	Interview	
	Paediatric first aid qualification or willingness to complete	Application Form	
	Food handling certificate or willingness to complete	Application Form	
	A commitment to equal opportunities	Application Form	

**Note to Applicants: Please try to show in your application whether or not you meet these requirements.**

**Approved by:**

**Date:**