

**The HC Clubhouse
HC Clubhouse Assistant**



JOB TITLE	HC Clubhouse Assistant
DEPARTMENT	Junior School
REPORTS TO	HC Clubhouse Manager
	Part time, term time, 15 hours per week, 1500-1800, Monday to Friday.

PERSON SPECIFICATION		
	Essential Criteria	Desirable Criteria
Experience	<ul style="list-style-type: none"> • Knowledge and experience of engagement with children and young people. 	<ul style="list-style-type: none"> • Previous experience of working with children of school age e.g. as a parent helper, SFL, Auxiliary, Classroom Assistant, volunteer.
Education/Qualifications	<ul style="list-style-type: none"> • Academic achievement to Scottish National Level 4 or 5, Standard Grades or equivalent transferable experience and skills. • Attendance at appropriate in-service sessions/training such as child protection, support needs and equalities 	<ul style="list-style-type: none"> • Qualification in Child Care and Education. • First Aid Qualification. • Food Hygiene Certificate. • Child protection training. • Additional support needs training.

Skills/ Abilities/ Capabilities	<ul style="list-style-type: none"> • An interest and understanding of the importance of child development and implementing activities to support this. • Communicating clearly with parents and carers, to build rapport and trust between the parents and HC Clubhouse. 	<ul style="list-style-type: none"> • Knowledge of Microsoft 365.
Personal Attributes	<ul style="list-style-type: none"> • Kind and enthusiastic person who puts the interests of the children first. • Responsible and well organised. • Ability to multi-task and prioritise own workload with good attention to detail. • A good team player who relates well to others. 	