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| Macintosh HD:Users:richardmachin:Desktop:images.png | **Person Specification** |

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| **Job Title:** | After School Club Manager |  |  |
| **Grade:** | 4 |  |  |
| **Location:** | Finham Primary School, Green Lane, Coventry CV3 6EJ |

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|  |  | **Essential** | **Desirable** |
| **Knowledge** | * Competent in using computer systems including Microsoft products and school systems.
* Driving Licence with D1 category (no restrictions)
 | X | X |
| **Skills and Abilities** | * Excellent communication skills and ability to communicate with children.
* Good organisational skills.
* Leadership and motivational ability.
* Ability to act on own initiative.
* Commitment to Equality of Opportunity and Diversity.
* Ability to prioritise and make decisions.
* Ability to respond to change positively.
* Commitment to personal and organisational development.
* Commitment to the development of play opportunities for children of all abilities.
* Ability to recognise and manage stress
 | XXXXXXXXX | X |
| **Experience** | * Recent experience in an after school setting or working with children aged 4-11.
* Relevant supervisory or management experience.
 | XX |  |
| **Educational** | * NVQ Minimum Level 3 in Childcare/Playwork or equivalent qualification or experience
* First Aid at Work qualification
* Food Hygiene qualification/training
 | X | XX |
| **Special Requirements** | * A criminal record disclosure will be required prior to appointment.
 | X |  |