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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 | X  X  X  X  X  X  X  X  X | X |
| **Experience** | * Recent experience in an after school setting or working with children aged 4-11. * Relevant supervisory or management experience. | X  X |  |
| **Educational** | * NVQ Minimum Level 3 in Childcare/Playwork or equivalent qualification or experience * First Aid at Work qualification * Food Hygiene qualification/training | X | X  X |
| **Special Requirements** | * A criminal record disclosure will be required prior to appointment. | X |  |