

Cavendish Primary School – Personnel Specification

Post Title: After School Care Manager

Bradford is an Equal Opportunities Employer and requires its employees to carry out its policies concerning racial and sex equality and the rights of people with disabilities both in terms of equal opportunity for employment and access to the Council Services. Job Share applicants welcome for all full-time posts unless otherwise stated in the advertisement

We are committed to making reasonable adjustments to the job role and working environment so that disabled people have access to job opportunities or current employees can continue at work should they develop a disabling condition.

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
EXPERIENCE	<ul style="list-style-type: none"> • Experience of working in a team situation. • Working with or caring for children of primary age. • Significant knowledge of working with children aged 4 – 11 years and a grasp of their needs • Experience of organising and leading groups. 	<ul style="list-style-type: none"> • Experience of working with children with special needs • Experience of setting up play time activities • Health and safety training 	Application form & Selection process
QUALIFICATIONS	<ul style="list-style-type: none"> • Recognised play worker/leader qualification eg NVQ • Proactive attitude and commitment to own continuing professional development 	<ul style="list-style-type: none"> • First Aid qualification • Food hygiene qualification 	Application form & Selection process. Certificates
SPECIAL KNOWLEDGE	<ul style="list-style-type: none"> • Knowledge of appropriate activities for primary age pupils. • To have an understanding of child protection. • Demonstration of contribution to effective team working. 	<ul style="list-style-type: none"> • Knowledge of children's development and their needs. • To be able to cascade skills and training to colleagues. 	Application form & Selection process

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
PRACTICAL & INTELLECTUAL SKILLS	<ul style="list-style-type: none"> • Show initiative regarding the health, safety and supervision of children. • To be able to communicate effectively with a wide range of adults and pupils. • To be able to embed and reinforce school procedures and rules. • To have good organisational skills. • To be flexible and adaptable to unforeseen circumstances. • Knowledge of Child Protection & Health & Safety procedures • IT literate – Microsoft Office (word, internet). 	<ul style="list-style-type: none"> • Ability to manage a budget and petty cash 	Application form & Selection process
DISPOSITION - ADJUSTMENT/ ATTITUDE	<ul style="list-style-type: none"> • Ability to relate well to pupils and adults • Work constructively as part of a team • Ability to remain calm under pressure • Demonstrate good co-operative, interpersonal and effective listening skills • Demonstrate a commitment to working with children of the relevant age • Good sense of humour • Flexibility and willingness to accept change. • Approachable, courteous and able to present a positive image of the school to callers and visitors. • Maintain confidentiality in matters relating to the school, its pupils, parents and carers • Ability to work on own initiative • Ability to deal with unforeseen circumstances including emergencies and accidents, which may 		Selection process Interview

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
	<p>occur</p> <ul style="list-style-type: none"> • A commitment to the delivery of high quality services • Ability to adapt to and meet the challenges of change • A flexible approach to working patterns to meet the demands of the service and / or its users • Candidates should indicate an acceptance of, and a commitment to, the principles of our Equal Rights policies and practices as they relate to employment issues and to the delivery of services to the community, including the provision of equality of access to educational opportunities to children regardless of race, gender or disability 		
CIRCUMSTANCES - PERSONAL	<ul style="list-style-type: none"> • Will not require holiday leave during term time. • Must be legally entitled to work in the UK (Asylum and Immigration Act 1996). • No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (DBS check required) 		Selection process

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
PHYSICAL/SENSORY	<ul style="list-style-type: none"> • Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Disability Discrimination Act 1995 • Ability to cope with requirements of the post, which may include working with pupils who have emotional and behavioural difficulties or physical difficulties • For posts working with pupils who have physical difficulties, it may be an unavoidable core component of the job for the postholder to be capable of lifting and carrying pupils, within school policies and practices 		Application form & Selection process / test