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# PERSON SPECIFICATION

# OUT OF SCHOOL CLUB MANAGER

|  |  |  |  |
| --- | --- | --- | --- |
| SHORT-LISTING CRITERIA | ESSENTIAL | DESIRABLE | ASSESSMENT METHOD |
| Qualifications | | | |
| Level 3 qualification in playworker/childcare | ✓ |  | Application/  Interview |
| Training in relevant learning and play strategies. | ✓ |  | Application/  Interview |
| Current 12 hour Paediatric first aid certificate |  | ✓ | Application/  Interview |
| Food Hygiene certificate |  | ✓ | Application/  Interview |
| Experience | | | |
| Substantial experience of working with and caring 4-11 year old’s | ✓ |  | Application/  Interview |
| Experience of working in a supervisory or management capacity | ✓ |  | Application/  Interview |
| Experience of planning and prioritising own workload | ✓ |  | Application/  Interview |
| Experience of developing and delivering play activities for a range of children | ✓ |  | Application/  Interview |
| Experience of managing staff including recruitment; induction and rota planning. | ✓ |  | Application/  Interview |
| Skills | | | |
| Ability to work effectively within a team environment taking the lead role | ✓ |  | Application/  Interview |
| Ability to build effective working relationships with colleagues; families and children using the service. | ✓ |  | Application/  Interview |
| Ability to work with children at all levels regardless of specific individual need. | ✓ |  | Application/  Interview |
| Knowledge | | | |
| Understanding of relevant policies/codes of practice and awareness of relevant legislation. | ✓ |  | Application/  Interview |
| Knowledge and understanding of relevant government policies with reference to healthy eating. | ✓ |  | Application/  Interview |
| Personal Qualities | | | |
| Ability to uphold the ethos of the school | ✓ |  | Application/  Interview |
| Passionate about working with children | ✓ |  | Application/  Interview |
| Excellent organisational skills | ✓ |  | Application/  Interview |
| Able to use initiative, show good judgement and common sense | ✓ |  | Application/  Interview |
| High standards and expectations of self and others | ✓ |  | Application/  Interview |
| Able to respect confidentiality | ✓ |  | Application/  Interview |
| A caring attitude and ability to remain calm under pressure | ✓ |  | Application/  Interview |