

BEFORE SCHOOL CLUB MANAGER

PERSON SPECIFICATION

The Person Specification is an important part of the application process and will be used to shortlist candidates. You will need to demonstrate in your supporting statement/application form how you meet the following criteria.

	Essential	Desirable	How identified
Qualifications and training	<ul style="list-style-type: none">• Minimum NVQ2 qualification or equivalent• Experience of effective management of a small team of staff in a primary or childcare/ pre-school setting	<ul style="list-style-type: none">• Paediatric first aid certificate• Basic food hygiene certificate	<ul style="list-style-type: none">• Application
Experience	<ul style="list-style-type: none">• Working with children and young people in a primary or childcare/ pre-school setting• Experience of undertaking administrative processes• Experience and understanding of multi-agency and partnership	<ul style="list-style-type: none">• Experience of using basic technology	<ul style="list-style-type: none">• Application• References• Interview
Knowledge and understanding	<ul style="list-style-type: none">• Working knowledge of National regulations and guidance• Knowledge of policies and procedures relating to child protection, health and safety, security, equal opportunities and confidentiality• Understand the range of needs which children and their families may have• Understand the key issues relating to quality play provision		<ul style="list-style-type: none">• Application• Interview• References

Skills	<ul style="list-style-type: none"> • Provide and facilitate an inclusive, safe and creative play • Communicate effectively with a wide range of groups and individuals • To lead and manage a small team of staff and work as an integral part of the team • To be able to plan effectively and respond to unplanned circumstances using initiative, sound judgement and common sense. • To produce well written policies in line with statutory requirements • To carry out responsibilities within an equal opportunities framework 	<ul style="list-style-type: none"> • Able to develop strategies for creating community links 	<ul style="list-style-type: none"> • Application • References • Interview
Personal Qualities	<ul style="list-style-type: none"> • Highly motivated • Imaginative/ creative • High personal and professional expectations • Willingness to undertake further training as required • Fully supportive of the caring community ethos of our school • Suitability for working with children and families 	<ul style="list-style-type: none"> • Forward looking • Sense of humour • Willingness to contribute to the wider life of the school 	<ul style="list-style-type: none"> • DBS clearance • References • Interview • Application