

PERSON SPECIFICATION: After School Club Manager (Scale 6)

Candidates will be asked to describe their experience, knowledge and skills under the areas outlined in the candidate specifications if shortlisted for interview:

Experience	<ul style="list-style-type: none"> • At last 2 years' experience of deputising or acting in a management role in a play, childcare or out of school (or extended services) setting. • Experience of working with child in a play, childcare or out of school setting. • Supervision of staff and effective performance management. • Introducing and implementing change – an example where you have shown initiate and followed through to delivery. • Developing projects in partnership with parents. • Involving children in shaping services and making decisions – responding to their views. • Working in partnership with other agencies. 	All Essential
Qualifications/Training	<ul style="list-style-type: none"> • Minimum required is a level 3 qualification in childcare or playwork or other relevant professional qualification. • Evidence of continuing professional development in childcare, play and out of schools services. 	Essential Desirable
Knowledge/Skills	<ul style="list-style-type: none"> • Ability to lead a small team and work as part of a multi-disciplinary team • Knowledge and understanding of children's age and stage of development. • Current policy discussion and trends in children and family services. • Knowledge and understanding of the ECM agenda, Children's Plan and Childcare Act 2006; safeguarding children; CAF • Health and Safety and food hygiene legislation. • Ability to work in partnership with parents, teachers, health, other childcare providers, youth, social care, community professionals and organisations. • Ability to work flexibly and have an open and flexible attitude. • Good communication skills – written and oral – and the ability to communicate with diverse audiences. • Excellent communication and interaction skills with children and parents. • Ability to create an inspirational and stimulating child centred play and care environment. • Knowledge of First Aid (able to administer First Aid for minor injuries). Training will be provided. 	All Essential
Equal Opportunities	<ul style="list-style-type: none"> • Commitment to the implementation of the school's policies relating to equal opportunities, special educational needs and safeguarding of children. 	Essential
Continuing Professional Development	<ul style="list-style-type: none"> • Willingness to undertake additional training / staff development as appropriate. • Ability to reflect on your own professional practice. 	Essential Essential
Safeguarding of children	<ul style="list-style-type: none"> • To work in a way which promotes the safety and well-being of children. 	Essential

This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (as amended in 1986)