

## HOBBS HILL WOOD PRIMARY SCHOOL

### PERSON SPECIFICATION FOR H5 AFTER SCHOOL CLUB MANAGER

The criteria in the person specification will be used as follows:

A – the panel will look for evidence on the candidate’s application form

I – the panel will look for evidence at interview

T – the panel will look for evidence from a task to be completed at interview

	Essential	Desirable
Qualifications/training	<ul style="list-style-type: none"> <li>Level 3 early years’ qualification (A)</li> </ul>	<ul style="list-style-type: none"> <li>Good numeracy and literacy skills (GCSE grade C or equivalent in English and Maths)</li> <li>Food Hygiene Certificate (or equivalent) (A)</li> <li>Paediatric first aid of a willingness to undertake first aid training (A, I)</li> </ul>
Experience	<ul style="list-style-type: none"> <li>Previous experience of providing care and activities within a childcare, play or educational environment (A, I)</li> <li>Ability to manage pupils in a school setting (A, I)</li> <li>Knowledge of child development and the role of play (A, I)</li> <li>Experience of line management / supervision of staff (A, I)</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working within an after school club (A)</li> </ul>
Knowledge	<ul style="list-style-type: none"> <li>Confident IT skills including Microsoft Word and Excel (A)</li> <li>Awareness of health, wellbeing and safety (A, I)</li> <li>Awareness of keeping children safe (A, I)</li> </ul>	<ul style="list-style-type: none"> <li>Level 1 Safeguarding training (A)</li> <li>Awareness of data protection and confidentiality (A, I)</li> <li>Understanding of healthy eating and food hygiene (A)</li> </ul>
Skills and abilities	<ul style="list-style-type: none"> <li>Ability to work with minimum supervision (A, I)</li> <li>Ability to supervise a team of staff (A, I)</li> <li>Ability to organise and think strategically (A, I)</li> <li>Excellent interpersonal skills including the ability to develop effective relationships with children, staff and parents (A,I)</li> </ul>	
Personal competencies and qualities	<ul style="list-style-type: none"> <li>Strong communication skills (written and verbal) (A, I)</li> <li>Flexible – able to adapt to changing circumstances (I)</li> <li>Team working (A, I)</li> <li>Active listening (I)</li> <li>Motivation (A, I)</li> <li>Friendly and approachable (I)</li> <li>Understand and embrace the school ethos (I)</li> </ul>	<ul style="list-style-type: none"> <li>Able to take initiative (A, I)</li> </ul>