

HOBBS HILL WOOD PRIMARY SCHOOL

PERSON SPECIFICATION FOR H5 BREAKFAST 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"> Level 3 early years’ qualification (A) 	<ul style="list-style-type: none"> Good numeracy and literacy skills (GCSE grade C or equivalent in English and Maths) Food Hygiene Certificate (or equivalent) (A) Paediatric first aid of a willingness to undertake first aid training (A, I)
Experience	<ul style="list-style-type: none"> Previous experience of providing care and activities within a childcare, play or educational environment (A, I) Ability to manage pupils in a school setting (A, I) Knowledge of child development and the role of play (A, I) Experience of line management / supervision of staff (A, I) 	<ul style="list-style-type: none"> Experience of working within an after school club (A)
Knowledge	<ul style="list-style-type: none"> Confident IT skills including Microsoft Word and Excel (A) Awareness of health, wellbeing and safety (A, I) Awareness of keeping children safe (A, I) 	<ul style="list-style-type: none"> Level 1 Safeguarding training (A) Awareness of data protection and confidentiality (A, I) Understanding of healthy eating and food hygiene (A)
Skills and abilities	<ul style="list-style-type: none"> Ability to work with minimum supervision (A, I) Ability to supervise a team of staff (A, I) Ability to organise and think strategically (A, I) Excellent interpersonal skills including the ability to develop effective relationships with children, staff and parents (A,I) 	
Personal competencies and qualities	<ul style="list-style-type: none"> Strong communication skills (written and verbal) (A, I) Flexible – able to adapt to changing circumstances (I) Team working (A, I) Active listening (I) Motivation (A, I) Friendly and approachable (I) Understand and embrace the school ethos (I) 	<ul style="list-style-type: none"> Able to take initiative (A, I)