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| **Person Specification – After School Club Manager** |
| **Attributes** | **Essential** | **1** | **2** | **3** | **4** | **Desirable** | **1** | **2** | **3** | **4** | **How to be assessed** |
| **Qualifications, Knowledge and Experience:** | Recognised Level 3 qualification in Play, Childcare or Early Years or equivalentExperience of working with children in a play or childcare setting (paid or voluntary work)Experience of working with the publicAbility to respond positively and appropriately to individual childrenAbility to demonstrate practise that promotes and enables inclusion with the play environmentAbility to recognise and act upon Health and Safety issues with a play/childcare settingKnowledge of Safeguarding and Child Protection procedureBasic first aid |  |  |  |  | Current First Aid CertificateExperience of working with children with additional needs |  |  |  |  |  |
| **Planning and Organising:** | Ability to facilitate play opportunities in a play or care setting |  |  |  |  |  |  |  |  |  |  |
| **Management and Teamwork:**  | Experience of working within a team and managing team members |  |  |  |  |  |  |  |  |  |  |
| **Communicating and Influencing:** | Communicating EffectivelyBeing Customer FocussedEffective Team WorkingPersonal Organisation and EffectivenessPersonal DevelopmentMaking the Most of I.C.T.Working safely |  |  |  |  |  |  |  |  |  |  |
| **Other Skills and Behaviours:** | Understands and actively supports the Educational Learning Trust’s diversity and equality policyTo meet the Education Learning Trust’s standard of attendanceA willingness to be flexible in a changing environment |  |  |  |  |  |  |  |  |  |  |

**Scoring Key: 1. Does not meet criteria 2. Meets criteria 3. Exceeds criteria 4. Exceptional standard**

**Name of Candidate:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name of Interviewer:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_