|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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 equivalent  Experience of working with children in a play or childcare setting (paid or voluntary work)  Experience of working with the public  Ability to respond positively and appropriately to individual children  Ability to demonstrate practise that promotes and enables inclusion with the play environment  Ability to recognise and act upon Health and Safety issues with a play/childcare setting  Knowledge of Safeguarding and Child Protection procedure  Basic first aid |  |  |  |  | Current First Aid Certificate  Experience 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 Effectively  Being Customer Focussed  Effective Team Working  Personal Organisation and Effectiveness  Personal Development  Making the Most of I.C.T.  Working safely |  |  |  |  |  |  |  |  |  |  |
| **Other Skills and Behaviours:** | Understands and actively supports the Educational Learning Trust’s diversity and equality policy  To meet the Education Learning Trust’s standard of attendance  A 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:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_