**PERSON SPECIFICATION – AFTER SCHOOL CLUB PLAY LEADER**



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| **Qualifications** | * Must have or be willing to undertake:
* CACHE Level 3 Play Leader
* Level 3 Paediatric First Aid
* Food Hygiene Level 2/3
* Safeguarding
* Relevant Health and Safety qualifications
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| **Experience** | * Experience in providing a play service in either a paid or voluntary capacity in, for example, playground, play centres, play setting or school
* Experience of supervising staff
* Planning and prioritising workloads
* Undertaking administrative processes and record keeping including using online recording and booking systems
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| **Knowledge**  | * An awareness of the needs of children and how those needs can be met
* Knowledge of appropriate play activities e.g. sports, games, crafts, stories, song, dance etc. and practical experience of some of these activities
* A basic awareness of health and safety practices
* Understanding of legislation, associated procedures and how they relate to the service e.g. health and safety, child protection, food safety
* Understanding of a range of SEN needs and strategies to support
* Understanding of what equality of opportunity means in practice
* Knowledge of basic record keeping and filing
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| **Skills** | * Supervise, motivate and develop permanent and temporary staff
* Be flexible in the organisation and planning of workloads to take account of changing priorities and circumstances
* Work as part of a team, sharing working knowledge and skills supporting less experienced staff
* Contribute to the development and improvements of the services offered
* Operate a child and parent centred service
* Ability to communicate with parents/carers in an effective way
* Ability to administer first aid and support children’s intimate care needs
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| **Professional****Values** | * Commitment to the principle of equality of opportunity and an understanding of equity issues (e.g. relating to gender, race and disability)
* Commitment and ability to work as part of a team
* Commitment and ability to work with parents/carers
* Commitment to furthering own professional knowledge, skills and abilities
* Commitment to upholding of British Values
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| **Personal****Qualities** | * Personal “presence” and confidence
* Enthusiasm
* Dynamism
* Imagination, forward-looking approach
* Warmth and sensitivity, flexibility, resilience and maturity of approach
* Effective communication skills, oral and written
* A commitment to teamwork
* Ability to work with independence
* Tact and diplomacy
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When completing your supporting/personal statement, you are advised to provide evidence to demonstrate how you meet the criteria listed above.