**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 |
| **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 |
| **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 |
| **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 |
| **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 |
| **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 |

When completing your supporting/personal statement, you are advised to provide evidence to demonstrate how you meet the criteria listed above.