

After school and Holiday Club Manager.

Grade 3

Experience	Essential / Desirable	Evidence
Experience of deputising or acting in a management role in a play, childcare or out of school (or extended services) setting.	Essential	
Experience of working with children in a play, childcare or out of school setting.	Essential	
Supervision of staff and effective performance management.	Essential	
Developing projects in partnership with parents/carers.	Essential	
Involving children in shaping services and making decisions – responding to their views.	Essential	
Working in partnership with other agencies.	Essential	
Qualifications and Training		
Minimum required is a level 3 qualification in childcare or playwork or other relevant professional qualification.	Essential	
Evidence of continuing professional development in childcare, play and out of schools services	Desirable	
Knowledge and Skills		
Ability to lead a small team and work as part of a multi-disciplinary team	Essential	
Knowledge and understanding of children's age and stage of development.	Essential	
Knowledge and understanding of Keeping Children Safe in Education and Safeguarding children.	Essential	
Knowledge of Health and Safety and food hygiene legislation.	Essential	
Ability to work in partnership with parents, teachers, health, other childcare providers, youth, social care, community professionals and organisations.	Essential	
Ability to work flexibly and have an open and flexible attitude	Essential	
Good communication skills – written and oral – and the ability to communicate with diverse audiences.	Essential	
Excellent communication and interaction skills with children & parents/carers.	Essential	
Ability to create an inspirational and stimulating child centred play and care environment	Essential	
Knowledge of First Aid (able to administer First Aid for minor injuries). Training will be provided.	Essential	
Equal Opportunities		
Commitment to the implementation of the school's policies relating to equal opportunities, special educational needs and safeguarding of children.	Essential	
Continuing Professional Development		
Willingness to undertake additional training / staff development as appropriate.	Essential	
Ability to reflect on your own professional practice	Essential	
Safeguarding of Children		
To work in a way which promotes the safety and well-being of children.	Essential	
Undertaken Safeguarding Children training.	Desirable	
Acted as a member of a Safeguarding Team within a school or childcare setting.	Desirable	