**PERSON SPECIFICATION**

**Method of Assessment (MOA)**

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| AF Application Form | C Certificate | I Interview |  | T Test  Exercise | P Presentation |

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent spoken English is an essential requirement for the role.

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| **Criteria** | **Essential/Desirable** | **MOA** |
| **Education/**  **Qualifications**  NB: Full regard must be paid to overseas qualifications. | * Early Years Child Care qualification - Level 3-**essential** * Basic Food Hygiene Certificate or willing to undertake. * Paediatric first aid qualification (or be prepared to attend a course) * Safeguarding training or be willing to undertake. * Proficiency in Microsoft word and excel. **essential** | AF/C  AF/C  AF/C  AF/C  AF/C/T |
| **Experience**  Relevant work and other experience | * Experience of running a before and after school club – **desirable** * Previous experience of working with children of primary school age * Proven ability to work on own initiative and under supervision * Experience of managing staff **essential** * Practical experience of delivering a range of suitable activities and an understanding of the importance of creating a fun approach to inspiring children’s play. * Experience of managing budgets/finance - **desirable** | AF/I  AF/I  AF/I  AF/I  AF/I  AF/I |
| **Skills & Ability**  e.g. written communication skills, dealing with the public etc. | * Good standard of Maths & English * Good written and verbal communication skills appropriate to build and form good relationships with children, parents/carers, and colleagues. * Evidence of dealing with the public * Ability to demonstrate an organised and flexible approach to work. * Ability to comply with policies and procedures relating to child protection, health, safety and security, confidentiality, data protection and equal opportunities. * Evidence of maintaining accurate financial accounts to meet audit requirements * Managing a team | AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I |
| **Training** | * Prepared to participate in training * Desire to enhance and develop skills through CPD. |  |
| **Knowledge** | * Knowledge of policies and procedures needed to maintain a safe and successful play setting or be willing to learn these. * Knowledge of Ofsted regulations and other quality indicators or be willing to learn these. * Knowledge and understanding of the differing needs and abilities of primary age children. * Knowledge of effective behaviour management strategies. | AF/I  AF/I  AF/I  AF/I |

**All staff are expected to understand and be committed to Equal Opportunities in employment and service delivery.**