**PERSON SPECIFICATION**

**Method of Assessment (MOA)**

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| AF Application Form | C Certificate | I Interview |  | T TestExercise | 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/CAF/CAF/CAF/CAF/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/IAF/IAF/IAF/IAF/IAF/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/IAF/I AF/IAF/I AF/IAF/IAF/I |
| **Training** | * Prepared to participate in training
* Desire to enhance and develop skills through CPD.

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| **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/IAF/IAF/IAF/I |

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