

GLF Schools - Person Specification

Job Title: After School Club Manager		
	Essential	Desirable
Education and Training		
Basic general education	√	
NVQ Level 3 childcare qualification or equivalent		√
Up to date Safeguarding Training		√
Professional and Experience		
Experience of working with children	√	
Food Hygiene Qualification or willingness to complete them		√
Paediatric First Aid or willingness to complete a course		√
Experience working with young children in a school or childcare setting	√	
Knowledge and Skills		
Ability to be open with children and have sympathy for their concerns.	√	
Ability to plan and support children in preparing snacks for the club	√	
Ability to relate in a friendly but firm way with a wide range of personalities.	√	
Ability to encourage positive play and initiate games	√	
Understanding and commitment to equal opportunities	√	
Possess good time management skills	√	
Personal Attributes		
Enjoys working as part of a team	√	
Supportive and encouraging nature	√	
Patient and resilient	√	
Friendly and approachable	√	
Outgoing and confident personality	√	
Flexible and adaptable	√	
The ability to form and maintain appropriate relationships and personal boundaries with children and young people in line with the GLF Safeguarding and Child Protection Policy and the Staff Code of Conduct	√	
Safeguarding		
<p>GLF Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure. We particularly welcome applicants from under- represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.</p>		