Before and After School Club Manager

Person Specification

Education / Experience	Essential (E) / Desirable (D)
• Experience of working with 4 to 11 year olds	E
• Appropriate Level 3 qualification	E
• Demonstrable levels of numeracy & literacy equivalent to GCSE (A-C) or NVQ Level 2	E
• Experience of working within a play-based setting	D
• Appropriate child protection training	D
• Current 12-hour Paediatric First Aid Certificate	D
• Food Hygiene Certificate	D
Knowledge and Understanding	
• Understanding the varied needs of children and their families	E
• Understanding the issues involved in the delivery of quality play care	E
• Understanding the issues of equal opportunities	E
• Understanding of behaviour management strategies	E
Skills / Abilities	
• Good communication skills	E
• Ability to work as a team member and demonstrate leadership skills	E
• Sound judgement and common sense	E
• Sufficient understanding and use of English to ensure the well-being of the children	E
• Competent in using IT to support play and club administration	D
• Ability to work on own initiative	D
Other	
• Willingness to attend school training sessions.	E
• An understanding of and a genuine commitment to Equal Opportunities	E