



BREAKFAST & AFTER-SCHOOL CLUB MANAGER PERSONAL SPECIFICATION

ESSENTIAL REQUIREMENTS: It is essential that the Candidate should be able to demonstrate the following criteria for the post within the context of the specific role duties and responsibilities: Candidates will only be shortlisted for interview if they can demonstrate on the application form that they meet all the essential requirements

Method of Assessment will be through one or more of the following Application Form, Test, Interview, and Certificate

Skills Required

- Planning and implementation of creative activities for children.
- Good communication skills.
- Ability to relate well to children and adults.
- Ability to work constructively as part of a team, understanding service roles and responsibilities and your own position within these.
- Good standard of literacy and numeracy skills.

Knowledge Required

- Understanding of Health and Safety issues.
- Awareness of Child Protection issues.
- Understanding of behaviour management issues and strategies.
- Understanding of and commitment to the provision of high-quality childcare.
- Understanding of financial regulations budget setting and control.

Experience Required

- Experience working with children of the relevant age.
- Experience of staff supervision.
- Experience of working in a childcare or play work setting.
- Experience of working with pupils with additional needs.

Behavioural & other Characteristics required

- Committed to continuous improvement.
- Able to understand and observe the schools and Leeds City Council Equal Opportunities Policy.
- Able to carry out all duties having regard to an employee's responsibility under Health and Safety Policies.
- Willingness to actively participate in training and development activities to ensure up to date knowledge, skills, and continuous professional development.



DESIRABLE REQUIREMENTS: It is desirable that the candidate should be able to demonstrate the following criteria for the post within the context of the specific role. Candidates are not required to meet all the Desirable requirements however these may be used to distinguish between acceptable candidates.

Skills Required

- Ability to identify your own training needs.

Knowledge Required

- Computer literate.

Experience Required

- Experience of working across a variety of childcare settings.

Job Description Content Prepared / Reviewed by:

Name	Designation	Date
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Confirmation of Job Evaluation Undertaken	JE Ref: 739	Date
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