

## **PERSON SPECIFICATION**

### **JOB TITLE – AFTER SCHOOL CLUB SUPERVISOR**

<b>Essential upon appointment</b>	<b>Desirable on appointment</b>
<b>Knowledge</b> <ul style="list-style-type: none"> <li>• An understanding of and commitment to the provision of good quality childcare</li> <li>• An understanding of food hygiene rules</li> <li>• Health &amp; safety knowledge, including lifting and handling and fire prevention</li> <li>• A sound understanding of safeguarding procedures</li> <li>• Knowledge of Healthy Eating</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of school policies and procedures</li> <li>• Knowledge of child development &amp; learning processes</li> </ul>
<b>Experience</b> <ul style="list-style-type: none"> <li>• Significant experience of working with children in a play work or educational setting</li> <li>• Experience of keeping records, including financial records</li> </ul>	<ul style="list-style-type: none"> <li>• Staff supervision experience</li> </ul>
<b>Occupational Skills</b> <ul style="list-style-type: none"> <li>• Ability to plan, deliver and evaluate safe activities relevant to the age of the children</li> <li>• Organisational skills</li> <li>• Ability to work on own initiative and use common sense</li> <li>• Ability to communicate effectively with parents and colleagues, verbally and in writing</li> <li>• Ability to maintain confidentiality</li> <li>• Ability to work effectively in a team</li> <li>• Committed to continuing professional development</li> <li>• Emotional resilience</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people</li> <li>• Behaviour management skills</li> <li>• ICT skills</li> <li>• Ability to lead a small team</li> </ul>	<ul style="list-style-type: none"> <li>• Behaviour management skills</li> <li>• Basic ICT skills</li> </ul>
<b>Qualifications</b> <ul style="list-style-type: none"> <li>• Recognised childcare qualification at level 3 or equivalent</li> <li>• Current first aid certificate</li> </ul>	<ul style="list-style-type: none"> <li>• Food Hygiene certificate</li> </ul>
<b>Other Requirements</b> <ul style="list-style-type: none"> <li>• Enhanced DBS clearance</li> <li>• The ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post</li> </ul>	
<b>Behaviours</b>	<a href="#">Link</a>