



PERSON SPECIFICATION

Job Title: After School Club Leader	School:	
Key Criteria	Essential	Desirable
Qualifications and Training	<p>Some understanding of the importance of Health & Safety and Food Hygiene in the workplace</p> <p>Awareness of safeguarding procedures</p> <p>Awareness of food hygiene practices</p>	<p>GCSEs or equivalent in Maths and English</p> <p>Qualification NVQ Level 3 or equivalent relevant qualification in supporting children</p> <p>Food Handling certification</p> <p>Paediatric or other First Aid certificate</p> <p>A positive approach to gaining further qualifications</p>
Competence Summary (Knowledge, abilities, skills, experience)	<p>Experience of working with children</p> <p>Excellent organisational skills, including the ability to plan and organise</p> <p>Interpersonal skills at all levels including children, parents and other staff, etc</p> <p>Able to work on own initiative, under direction or as part of a team</p> <p>Understanding of the importance of safeguarding and promoting the welfare of children</p> <p>Competent in using IT to support club administration</p>	<p>Experience of working in a school environment</p> <p>Ability to organise games and activities</p> <p>Assist children in organising games</p> <p>Develop and maintain good relationships and communications with parents</p> <p>Understanding of child development</p> <p>Knowledge of food hygiene practices</p> <p>Knowledge of health and safety principles</p>



Work-related Personal Requirements	<p>Able to communicate effectively with staff and children</p> <p>Patient and calm under pressure</p> <p>Values and respects the views and needs of children</p> <p>Reliable and honest</p>	
Other Work Requirements	<p>Participate in training and development activities</p> <p>Able to work within guidance in all school policies, eg safeguarding, behaviour management, health and safety, equal opportunities, physical restraint, intimate care.</p> <p>Undertake other such duties as required by the Headteacher</p> <p>Sensitivity, integrity and awareness of confidentiality requirements</p> <p>To be committed to equality of opportunity, participation and diversity</p>	