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 **After School Club Leader**

 **Person Specification**

**Grade 1 Scale Point 3**

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| **Essential upon appointment** | **Desirable upon appointment (if not attained, development may be provided for the successful candidate)** | **Method of Assessment** |
| **Knowledge*** An understanding of and commitment to the provision of good quality childcare
* An understanding of food hygiene rules
* Health and safety knowledge, including lifting and handling and fire prevention
* A sound understanding of safeguarding procedures
* Knowledge of healthy eating
 | * Knowledge of school policies and procedures
* Knowledge of child development and learning processes
 | * Application form
* References
* Selection process
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| **Experience*** Significant experience of working with children in a play work or educational setting
* Experience of keeping registers/ records
 |  | * Application form
* References
* Selection process
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| **Personal Qualities*** Ability to plan, deliver and evaluate safe activities relevant to the age of the children
* Organisational skills
* Ability to work on own initiative and use common sense
* Ability to communicate effectively with parents and colleagues, verbally and in writing
* Ability to maintain confidentiality
* Ability to work effectively in a team
* Ability to form and maintain appropriate relationships and person boundaries with children and young people
* Behaviour management skills
 |  | * Application form
* References
* Selection process
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| **Qualifications*** Current first aid certificate
* Recognised childcare certificate (Level 2 or Level 3)
 |   | * Application form
* Certificates
* Selection Process
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| **Other Requirements*** Enhanced DBS Clearance
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In addition to candidates’ ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:

* motivation to work with children and young people;
* ability to form and maintain appropriate relationships and personal boundaries with children and young people;
* emotional resilience in working with challenging behaviours;
* attitudes to use of authority and maintaining discipline;

Any relevant issues arising from references will be taken up at interview.

This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment.