**Masefield Primary School**

**Person Specification**

**DEPARTMENT**: Children’s Services

**JOB TITLE**: Out of School Club Manager Grade 4

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| **MINIMUM ESSENTIAL REQUIRMENTS** | **METHOD OF ASSESSMENT** |
| Understanding of child development and the importance of play. | Application/Interview |
| Ability to provide and facilitate appropriate and creative paly activities in a child centred environment. | Application/Interview |
| Understanding of good quality childcare and how to care for children in a sensitive and responsible way. | Application/Interview |
| Deal with difficult situations in a confident and responsible manner, in line with BASE Academy policies. (Bolton LA – Model policies) | Interview |
| Ability to respond to and meet children’s individual needs and rights and build appropriate relationships with them and their carers. | Application/Interview |
| Accurately record and process information. | Interview |
| Organisational skills. | Application/Interview |
| Communication skills  Understanding of methods of communication  Verbally and in writing communicate in a clear and concise way both with children and adults. | Application/Interview |
| Work on your own initiative. | Interview |
| Awareness of health and safety at work. | Interview |
| Understanding of/ability to meet the needs of a multicultural community | Application/Interview |
| Understanding of/ability to work with children with SEN/disabilities. | Application/Interview |
| **CUSTOMER CARE –** Listen and respond to customer’s needs, seek out innovative ways of consulting service users and engaging partners. Network with others to develop services for the benefit of the service users. | Application/Interview |
| **VALUING DIVERSITY –** Listen, support and monitor the diverse contributions made to service development without prejudice. Challenge behaviours and process which do not positively advance the diversity agenda whilst being prepared at accept about own behaviour. Recognise people’s strengths, aspirations and abilities and help to develop their potential. Understand how valuing diversity can improve our ability to deliver better service and reduce disadvantage. | Application/Interview |
| **DEVELOPING STAFF AND OTHERS-** Ability to question, and request the right training and development that links to the post. To seek opportunities that add skills and knowledge, to respond positively to opportunities that arise. To support others learning and to share learning with others. | Application/Interview |
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| **EXPERIENCE/QUALIFICATIONS/TRAINING** |  |
| To have some experience of leading a child care setting. | Application/Interview |
| At least 2 years’ experience of working with 3-11 year olds in a play environment. | Application/Interview |
| To have at least a GCSE in English and Mathematics grade C or above. | Application |
| To have an NVQ 3 in child care or equivalent. | Application |
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| **WORK RELATED CIRCUMSTANCES** |  |
| Willingness to undertake appropriate training. | Interview |
| Willingness to work flexible hours and attend related meetings. | Interview |
| Minimum age 17 years. | Application |
| Subject to an enhanced DBS, right to work in the UK and references. | DBS check, Identification documents and reference request |
| Driving Licence and able to use own transport if required. | Application/Interview |

**Date Person Specification/updated April 2018**

**Person Specification prepared by Lisa Whittaker**