**HIGH LAWN PRIMARY SCHOOL**

**PERSON SPECIFICATION**

**DEPARTMENT**: Children’s Services

**JOB TITLE**: Deputy Out of School Club Manager

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| **MINIMUM ESSENTIAL REQUIREMENTS** | **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 Bolton Metro Local Authority 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 |
| Appropriate qualification in Childcare or Playwork at level 3 or equivalent. | 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** |  |
| Previous experience of working in an out of school club setting is desirable. Past management/senior role in childcare setting. Minimum Level 3 childcare qualification required. | Application/Interview |
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| **WORK RELATED CIRCUMSTANCES** |  |
| Willingness to undertake appropriate training. | Interview |
| Willingness to work flexible hours and attend related meetings. | Interview |
| Subject to an enhanced DBS and references | DBS check and reference request |
| Driving Licence and able to use own transport if required. | Application/Interview |