

**ROCHDALE BOROUGH COUNCIL**  
**PERSON SPECIFICATION**

Before and After School Club Leader

Grade 5 (SCP) 22-25

**Note to Applicants**

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

- The *Essential* Criteria are for the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.
- The *Desirable* Criteria are used to help decide between candidates who meet **ALL** the Essential Criteria.
- The *How Identified* column shows how the Council will obtain the necessary information about you.
- If the How Identified column says the Application Form next to an Essential Criteria or a Desirable Criteria, you **MUST** include in your application enough information to show how you meet this criteria. You should include examples from your paid or voluntary work.

ATTRIBUTES	ESSENTIAL	HOW IDENTIFIED	DESIRABLE	HOW IDENTIFIED
<b>QUALIFICATIONS AND EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• To possess GCSE English and Mathematics at Grade A*- C or an alternative Level 2 qualification in Literacy and Numeracy.</li> <li>• To possess or be willing to work towards a Level 3 certificate in Teaching Assistance/Supporting Teaching and Learning, Early Years, Child Care or Playwork,</li> <li>• Full Paediatric first aid qualification</li> <li>Willingness to obtain basic food hygiene certificate.</li> </ul>	<b>Application Form/Checking of Certificates</b>	<ul style="list-style-type: none"> <li>• Basic food hygiene certificate.</li> </ul>	<b>Application Form/Checking of Certificates</b>
<b>SKILLS AND KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Experience working in a children's day care/ school setting.</li> <li>• Experience planning and implementing a range of educational and leisure activities for children of different ages and abilities.</li> <li>• Experience managing a team.</li> <li>• Experience of managing a budget.</li> <li>• Experience of establishing and maintaining effective record keeping systems, including confidential and sensitive information.</li> </ul>	<b>Application Form/Interview</b>		

<b>SKILLS AND KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Sound interpersonal skills to build and maintain effective working relationships.</li> <li>• Ability to empathise, influence, motivate and engage effectively with children and young people.</li> <li>• Initiative and creativity to develop a range of activities that are relevant to and meet children's needs.</li> <li>• Effective organisational skills to prioritise work, meet deadlines and handle conflicting priorities.</li> <li>• Ability to keep accurate records and undertake administration.</li> <li>• Ability to promote a positive ethos, and act as a role model.</li> <li>• Knowledge of principles of child development, learning styles and independent learning.</li> <li>• Knowledge of safeguarding/ child protection procedures when working with children.</li> <li>• Sound knowledge of health and safety consideration relating to running a child care service and the ability to risk assess and develop practises to mitigate risks.</li> </ul>	<b>Application Form/Interview</b>		<b>Application Form/Interview</b>
<b>SPECIAL WORKING CONDITIONS</b>	<ul style="list-style-type: none"> <li>• Ability to work flexible hours including school holidays, evenings and occasional weekends.</li> <li>• The ability to converse at ease with customers and service users and provide advice in accurate spoken English.</li> </ul>	<b>Application Form</b>		