# PERSON SPECIFICATION

Out Of Hours Club Manager

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| ASSESSMENT METHOD | SHORT-LISTING CRITERIA | ESSENTIAL | DESIRABLE |
| Application/  Interview | Qualifications Level 3 Certificate in Children’s Care and Development or equivalent. | ✓ |  |
| Application/  Interview | Training in relevant learning and play strategies. |  | ✓ |
| Application/  Interview | Experience A minimum of experience of working with and caring for primary aged children. | ✓ |  |
| Application/  Interview | Experience of planning and prioritising own workload. | ✓ |  |
| Application/Interview | Experience of developing and delivering play activities for a range of children. | ✓ |  |
| Application/Interview | Experience of managing staff including recruitment; induction and rota planning. | ✓ |  |
| Application/Interview | Experience of managing resources and budget planning. | ✓ |  |
| Application/ Interview | Skills  Ability to work effectively within a team environment taking the lead role. | ✓ |  |
| Application/ Interview | Ability to build effective working relationships with colleagues; families and children using the service. | ✓ |  |
| Application/  Interview | Ability to work with children at all levels regardless of specific individual need. | ✓ |  |
| Application/ Interview | Knowledge Understanding of relevant policies/codes of practice and awareness of relevant legislation. | ✓ |  |
| Application/ Interview | Knowledge and understanding of relevant government policies with reference to healthy eating. |  | ✓ |

Employees of Summerseat Methodist Primary School Out of School Club have a responsibility for, and must be committed to, safeguarding and promoting the welfare of children and young people and for ensuring that they are protected from harm.