



BARKISLAND C E (VA) PRIMARY SCHOOL
PERSONNEL SPECIFICATION
KIDS CLUB MANAGER – WRAP AROUND AND HOLIDAY CHILDCARE



| | Essential | Desirable | Assessment |
|--------------------------------------|---|---|-----------------------------------|
| Qualifications & Training | <ul style="list-style-type: none"> • Level 3 Diploma in Childcare and Education (or equivalent) • Basic qualification in English and Maths (at least GCSE Level C) • Knowledge of child development, safeguarding, and child protection procedures • Knowledge of EYFS and ability to plan and deliver high-quality activities • Understanding of health, safety, and food hygiene requirements in childcare settings • Excellent organisational, leadership, and communication skills • Ability to act on own initiative and work proactively • Strong ICT skills, including record keeping and reporting systems • Commitment to Equal Opportunities and inclusive practice • Ability to offer a range of additional skills (e.g., sport, music, dance) | <ul style="list-style-type: none"> • Paediatric First Aid qualification • Formal safeguarding training and/or relevant experience • Level 2 Food Hygiene certificate • Experience in developing and implementing policies/procedures in childcare | Application Form, Certificates |
| Experience | <ul style="list-style-type: none"> • Experience of working in a school, out-of-school club, or childcare setting • Experience planning and delivering high-quality activities for children aged 3–11 • Experience leading, managing, and supervising staff | <ul style="list-style-type: none"> • Experience working across the primary age range • Experience working within a budget • Experience conducting staff appraisals and facilitating staff meetings | Application Form, Interview |



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| | | <ul style="list-style-type: none">• Experience liaising with parents/carers, school staff, and external agencies | |
| Personal Attributes | <ul style="list-style-type: none">• Passionate about working with children and supporting their development• Friendly, nurturing, approachable, and professional• Flexible, adaptable, and solution-focused• Committed to the vision, values, and ethos of Barkisland CE (VA) Primary School• Ability to maintain confidentiality at all times• Creative thinker, able to enhance activities and engagement | | Interview, References |
| Professional Development | <ul style="list-style-type: none">• Willingness to undertake relevant training to maintain and develop skills, including safeguarding and leadership• Awareness of current issues affecting childcare and school settings• Commitment to continuous professional development and reflective practice | | Application Form, Interview |