

BARKISLAND C E (VA) PRIMARY SCHOOL

PERSONNEL SPECIFICATION

Kids Club Manager (Out of School and Holiday Club)



ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
KNOWLEDGE & SKILLS	<ul style="list-style-type: none"> • Basic qualification in both English and maths (at least GCSE Level C) or equivalent. • Ability to act on own initiative. • Excellent organisational and communication skills • Knowledge of Child Protection and Safeguarding procedures • A commitment to Equal Opportunities and inclusive practices. • Creative thinker 	<ul style="list-style-type: none"> • Relevant qualification(s) for role e.g Level 3 in Childcare or equivalent. • Paediatric First Aid qualification • Level 2 Food Hygiene • Good ICT skills. • Knowledge of the EYFS curriculum. • Able to offer a range of skills e.g sport, music, dance, etc. 	<i>Application Form</i> <i>Interview</i> <i>References</i> <i>Certificates</i>
PERSONAL DEVELOPMENT AND ADDITIONAL LEARNING	<ul style="list-style-type: none"> • To be willing to undertake any training that may be relevant to the role. 	<ul style="list-style-type: none"> • To have an awareness of current issues that may affect the role/club 	<i>Application Form</i> <i>Interview</i>
EXPERIENCE	<ul style="list-style-type: none"> • Experience of working with children • Experience of managing and supervising staff. 	<ul style="list-style-type: none"> • Experience of working in an out of school or childcare setting. • Experience of planning and delivering high quality activities. • Experience of working within an agreed budget. • Experience of undertaking staff appraisals and facilitating staff meetings. 	<i>Application Form</i> <i>Interview</i> <i>References</i>
DISPOSITION AND ATTITUDE	<ul style="list-style-type: none"> • Sensitive to the needs of children. • Reliable and flexible • Enthusiastic. • Calm approach. • Sense of humour. • Ability to be discreet and respect confidences. • Be able to form good relationships with children, staff and parents. • Approachable 	<ul style="list-style-type: none"> • Able to attend some meetings outside of the club hours. 	<i>Application Form</i> <i>Interview</i> <i>References</i>