

ROCHDALE BOROUGH COUNCIL
PERSON SPECIFICATION

Before and After School Club Leader (Special School)

Grade 6 Points 19-24

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
QUALIFICATIONS AND EXPERIENCE	• To possess GCSE English and Mathematics at Grade A*- C or Level 9-4, or an alternative Level 2 qualification in Literacy and Numeracy. • 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, • Full Paediatric first aid qualification - Willingness to obtain basic food hygiene certificate.	Application Form/Checking of Certificates	• Basic food hygiene certificate.	Application Form/Checking of Certificates
SKILLS AND KNOWLEDGE	• Experience working in a children's day care/ school setting. • Experience planning and implementing a range of educational and leisure activities for children of different ages and abilities. • Experience managing a team. • Experience of managing a budget. • Experience of establishing and maintaining effective record keeping systems, including confidential and sensitive information.	Application Form/Interview		

	• Experience of supporting pupils with medical conditions who require ongoing support, medicines or care.			
SKILLS AND KNOWLEDGE	• Sound interpersonal skills to build and maintain effective working relationships. • Ability to empathise, influence, motivate and engage effectively with parents, carers, children and young people. • Initiative and creativity to develop a range of activities that are relevant to and meet children's needs. • Effective organisational skills to prioritise work, meet deadlines and handle conflicting priorities. • Ability to keep accurate records and undertake administration. • Ability to promote a positive ethos, and act as a role model. • Knowledge of principles of child development, learning styles and independent learning. • Knowledge of safeguarding/ child protection procedures when working with children. • 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.	Application Form/Interview		Application Form/Interview
SPECIAL WORKING CONDITIONS	• Ability to work flexible hours including school holidays, evenings and occasional weekends. • The ability to converse at ease with customers and service users and provide advice in accurate spoken English.	Application Form		