

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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Basic food hygiene certificate. 	Application Form/Checking of Certificates
SKILLS AND KNOWLEDGE	<ul style="list-style-type: none"> • 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		

	<ul style="list-style-type: none"> • Experience of supporting pupils with medical conditions who require ongoing support, medicines or care. 			
SKILLS AND KNOWLEDGE	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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		