ROCHDALE BOROUGH COUNCIL
PERSON SPECIFICATION

Before and After School Club Leader **Grade 5 (SCP) 12-17**

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**		

SKILLS AND KNOWLEDGE	• Sound interpersonal skills to build and maintain effective working relationships. • Ability to empathise, influence, motivate and engage effectively with 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**		