

## Person Specification      After School Club Leader

Criteria	Essential	Desirable
Qualifications:	<ul style="list-style-type: none"> <li>5 GCSE's with a minimum grade C or above in English and Mathematics, or equivalent qualifications or relevant experience</li> <li>NVQ Level 2/3 or equivalent or working towards this</li> </ul>	<ul style="list-style-type: none"> <li>Basic First Aid training</li> <li>Food Hygiene training</li> </ul>
Experience	<ul style="list-style-type: none"> <li>Experience of working with children</li> <li>Experience of working with children in an educational environment</li> </ul>	<ul style="list-style-type: none"> <li>Experience of leading a team</li> <li>Experience of working with children who have a variety of educational needs</li> <li>Experience/understanding of OFSTED inspections and follow up</li> </ul>
Professional Knowledge	<ul style="list-style-type: none"> <li>Understanding of the school's health and safety policy</li> <li>Understanding of basic first aid procedures</li> <li>Understanding of food hygiene</li> <li>Knowledge of school's behaviour and management policy and procedures</li> <li>Knowledge of Child Safeguarding</li> </ul>	
Professional skills & abilities	<ul style="list-style-type: none"> <li>Excellent verbal communication skills</li> <li>Patience and commitment</li> <li>Ability to remain calm and make decisions whilst under pressure</li> <li>Good organisational and planning skills</li> <li>Ability to work under own initiative</li> <li>Ability to respond sensitively and flexibly to competing demands from pupils</li> <li>Ability to handle confidential information with discretion</li> <li>Ability to cope with personal hygiene needs and respond sensitively to pupils' needs</li> <li>Ability to work with individuals and small groups of children.</li> <li>Willing to undertake training as required</li> <li>Satisfactory DBS clearance (will be confirmed as part of pre-employment checks)</li> </ul>	<ul style="list-style-type: none"> <li>Excellent evaluation and monitoring skills</li> </ul>
Physical skills & abilities	<ul style="list-style-type: none"> <li>Ability to work with and control children showing care and understanding</li> <li>Able to exert moderate physical effort; crouching or bending when working with pupils</li> </ul>	

Whilst originally based at Baden-Powell and St Peter's CE Junior School, the post holder will be required to travel to other local sites, including other CLP schools.