

**Person Specification**  
**After School Club Leader (G4)**

Section	Information	Essential/ Desirable	How Identified
<b>Education &amp; Training</b>			
Formal qualifications & relevant training	Level 2 Numeracy and Literacy	E	Application Form
	Food Hygiene in Early Years Settings	D	
	First Aid Qualification	D	
	Food Hygiene Certificate	D	
	Safeguarding Children qualification	D	
<b>Experience</b>			
Ability to undertake duties of the post	Previous relevant experience of working with children of the relevant age range	E	Application Form, Interview
	Experience of co-ordinating the work of others	E	
	Experience of working with children from a wide range of backgrounds and with a wide range of needs	D	
<b>Knowledge</b>			
Includes abilities	Full working knowledge of relevant school policies and practices	E	Application Form, Interview
	Understanding of child development and health related issues, such as healthy eating	D	
	Keep up to date with policies and procedures about Inclusion and Accessibility, and ensure these are adhered to by all staff	E	
	Understanding of relevant legislation and statutory responsibilities e.g. Risk Assessments	E	
	Numeracy skills to a high level in order to receive, balance and audit monies effectively and accurately	E	
	Knowledge of safe working practises, and how to minimise risks to self and others	E	

	Appreciation of information which can and cannot be shared, and when to seek help responding to divulgements	E	
	Literacy skills to enable the reading and recording of a range of information to pass on to others	E	
	Know a range of strategies to deal with challenging behaviour in children	E	
	Childcare/ supervision	E	
<b>Physical Skills</b>			
Includes any specific physical requirements of the post (subject to the provisions of the DDA Act)	Be physical able participate in play and active-based learning	E	Application Form, Interview
	Accurate record keeping where applicable	E	
<b>Suitability to work with children and young people</b>			
Issues relating to safeguarding and promoting the welfare of children and young people	Satisfactory DBS disclosure and standard Trust pre-employment checks	E	DBS Disclosure Interview References
<b>Additional Requirements</b>			
	Ability to resolve problems and issues with children and their carers sensitively and quickly	E	Interview
	Ability to follow set procedures as well as use initiative where necessary	E	
	Ability to manage a range of physical, emotional and social needs in children	E	
	Ability to manage, organise and motivate a team	E	
	Ability to relate well to other adults and manage difficult situations on occasions	E	
	Ability to work to deadlines and complete tasks competently	E	
	Ability to report to, and liaise with, line manager regularly	E	
	Monitor resources for suitability, wear and tear and safety, and replace when necessary	E	
	Confidentiality must be adhered to at all times	E	