

**BLACKFORD CE PRIMARY SCHOOL
PLAY LEADER/MANAGER – OUT OF SCHOOL CLUB
PERSON SPECIFICATION**

1. PROFESSIONAL QUALIFICATIONS	ESSENTIAL	DESIRABLE
	<ul style="list-style-type: none"> • NVQ Level 3 Child Care Qualification • Food Hygiene Level 1 certificate 	<ul style="list-style-type: none"> • Participation in further training relevant to the post (e.g. inset training / health and safety / safeguarding)
2. EXPERIENCE		
	<ul style="list-style-type: none"> • Experience of working with 3 to 13 year olds. 	Experience of operating an After School Club or Breakfast Club
3. PROFESSIONAL SKILLS and KNOWLEDGE		
	<ul style="list-style-type: none"> • An understanding of good quality childcare. • Ability to provide and facilitate safe, creative play. • Ability to lead • A positive attitude to working with children and able to manage children to behave well. • A commitment to equal opportunities. • Commitment to healthy eating • Ability to communicate at all levels. • Ability to work on own initiative. • Ability to use judgement and common sense. • To safeguard health and safety • Current first aid certificate • Current DBS certificate 	<ul style="list-style-type: none"> • Experience of budget management. • Experience of administration management. • Current driving licence.
4. PERSONAL SKILLS		
a) Presentation/Communication b) Motivation c) Personality d) Suitability	<ul style="list-style-type: none"> • Communicate their ideas effectively. • Can enthuse and encourage pupils and adults. • Self-motivated with proven reliability • Patient, caring, self-confident, organised, good timekeeper, reliable • Ability to maximise opportunities for play using the school environment and other resources. 	a) Effective written communication. d) Suitability to post/school.

Blackford CE Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced Disclosure and Barring Services check will be required from the successful candidate.