

PERSON SPECIFICATION

JOB TITLE:

Before and After School Club Co-Ordinator

Attributes	Essential	Preferred	Source
Education/ Qualifications	GCSE English & Maths or equivalent Essential or willingness to obtain a: Food Hygiene Qualification Paediatric First Aid Qualification	A levels/ Degree or additional child related training and/or qualifications A full and relevant Early Years Level 3 qualification. <i>For clarification visit EYFS staff:childratios - DfE approved qualifications - GOV.UK (www.gov.uk)</i>	Application form/Interview and certificates
Experience	At least two years' experience of working with children as a volunteer or other educational settings such as Youth worker, children's centres etc and own children Relevant supervisory/ management experience Experience of using computer systems and software	Recent experience of working with children aged 3-9 (or 11) in a school setting Experience of leading fire evacuations/fire drills	Application form/Interview
Skills/ Knowledge/ Aptitude	Understanding educational needs of children. Ability to plan and deliver appropriate play experiences across the relevant age ranges. Ability to work collaboratively with others and liaise effectively with colleagues e.g. teachers, SENDCO, teaching assistants, office & site staff Ability to work without constant supervision. Knowledge and understanding of the Early Years Foundation Stage (EYFS) Good knowledge of equal opportunities and special educational needs and inclusion		Application form/ Interview Application form/ Interview Application form/ Interview Application form/ Interview Application form/ Interview Application form/ Interview

	Knowledge of Safeguarding & Prevent and willingness to undertake training		Application form/Interview
Motivation	Willingness to be flexible. Willingness to undertake appropriate further training. Commitment to equality principles Enthusiasm, reliability, energy and a problem solving/can do attitude		Interview Interview Interview Interview
Physical	Ability to meet the physical needs of pupils.		Interview
Other	Willingness to undertake relevant training Willingness to take part in whole school activities, events and work with the community. Excellent communications skills – both oral & written Good organisational and administrative skills	Relevant educational qualifications such as NVQs etc.	Certificate Interview/Application form Interview/Application form Interview