

Person Specification			
Job title: After School Manager		Grade:4 point 4-6	
Establishment: St Anne's Catholic Primary School			
Requirements	Essential (E) or desirable (D)	To be identified by: Application form (AF), Interview (I), test (T) or other (give details)	
Qualifications			
<ul> <li>GCSE Maths and English grade C or above</li> <li>Paediatric First Aid Qualification</li> <li>Computer literacy</li> </ul>	E D D	A A A	
Experience			
<ul> <li>At least 2 years' experience of deputising or acting in a management role in a play, childcare or out of school (or extended services) setting.</li> </ul>	E	A/I	
<ul> <li>Experience of working with children in a play, childcare or out of school setting.</li> </ul>	E	A/I	
<ul> <li>Supervision of staff and effective performance management.</li> </ul>	D	A/I	
<ul> <li>Introducing and implementing change – an example where you have shown initiate and</li> </ul>	D	A/I	
<ul> <li>followed through to delivery.</li> <li>Involving children in shaping services and making decisions – responding to their views.</li> </ul>	D	A/I	
Working in partnership with other agencies.	D	A/I	
<ul> <li>Knowledge and skills</li> <li>Ability to lead a small team and work as part of a multi-disciplinary team.</li> <li>Knowledge and understanding of children's</li> </ul>	E	A/I	
<ul> <li>age and stage of development.</li> <li>Current policy discussion and trends in</li> </ul>	E	A/I	
children and family services.  Knowledge and understanding of Ofsted	D	A/I	
requirements for after school clubs.	D	A/I	
Health and Safety and food hygiene legislation.  Ability to words in particular with grounds.	D	A/I	
<ul> <li>Ability to work in partnership with parents, teachers, health, other childcare providers, youth, social care, community professionals and organisations.</li> </ul>	D	A/I	

<ul> <li>Ability to work flexibly and have an open and flexible attitude.</li> <li>Good communication skills – written and oral – and the ability to communicate with diverse audiences.</li> <li>Excellent communication and interaction skills with children and parents.</li> <li>Ability to create an inspirational and stimulating child centred play and care environment.</li> <li>Knowledge of First Aid (able to administer First Aid for minor injuries). Willingness to undertake training.</li> <li>Commitment to the implementation of the school's policies relating to equal opportunities, special educational needs and safeguarding of children</li> <li>Willingness to undertake additional training/ staff development as appropriate.</li> <li>Ability to reflect on your own professional practice.</li> <li>Safeguarding</li> <li>To work in a way which promotes the safety and well-being of children.</li> </ul>			
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