



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 style="list-style-type: none"> GCSE Maths and English grade C or above Paediatric First Aid Qualification Computer literacy 	E D D	A A A
Experience <ul style="list-style-type: none"> 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. Experience of working with children in a play, childcare or out of school setting. Supervision of staff and effective performance management. Introducing and implementing change – an example where you have shown initiate and followed through to delivery. Involving children in shaping services and making decisions – responding to their views. Working in partnership with other agencies. 	E E D D D D	A/I A/I A/I A/I A/I A/I
Knowledge and skills <ul style="list-style-type: none"> Ability to lead a small team and work as part of a multi-disciplinary team. Knowledge and understanding of children's age and stage of development. Current policy discussion and trends in children and family services. Knowledge and understanding of Ofsted requirements for after school clubs. Health and Safety and food hygiene legislation. Ability to work in partnership with parents, teachers, health, other childcare providers, youth, social care, community professionals and organisations. 	E E D D D D	A/I A/I A/I A/I A/I A/I

<ul style="list-style-type: none"> • Ability to work flexibly and have an open and flexible attitude. • Good communication skills – written and oral – and the ability to communicate with diverse audiences. • Excellent communication and interaction skills with children and parents. • Ability to create an inspirational and stimulating child centred play and care environment. • Knowledge of First Aid (able to administer First Aid for minor injuries). Willingness to undertake training. 	<p>D</p> <p>D</p> <p>E</p> <p>E</p> <p>D</p>	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>
<p>Equal Opportunities</p> <ul style="list-style-type: none"> • Commitment to the implementation of the school's policies relating to equal opportunities, special educational needs and safeguarding of children 	<p>E</p>	<p>A/I</p>
<p>Continuing Professional Development</p> <ul style="list-style-type: none"> • Willingness to undertake additional training/ staff development as appropriate. • Ability to reflect on your own professional practice. 	<p>E</p> <p>E</p>	<p>A/I</p> <p>A/I</p>
<p>Safeguarding</p> <ul style="list-style-type: none"> • To work in a way which promotes the safety and well-being of children. 	<p>E</p>	<p>A/I</p>