



Redbourn Primary School

After School Club Manager - Person Specification

Requirement	Essential	Desirable
Qualifications/ Training:	<ul style="list-style-type: none"> • Level 3 qualification in Childcare, Playwork or similar. 	<ul style="list-style-type: none"> • Level 1 Safeguarding training. • Paediatric first aid trained.
Experience:	<ul style="list-style-type: none"> • Experience of providing care and activities within a childcare or educational environment. • Managing staff. 	<ul style="list-style-type: none"> • Experience of working with children with SEN.
Skills:	<ul style="list-style-type: none"> • Excellent interpersonal skills, including the ability to develop effective relationships with children, parents and staff. • Ability to set appropriate boundaries for children. • Computer literate. • Good literacy and maths skills. 	
Knowledge:	<ul style="list-style-type: none"> • Understanding of children's behaviour. • Knowledge of child development and the role of play. • A clear understanding of the importance of confidentiality. • Knowledge of child protection and familiar with Keeping Children Safe in Education. 	<ul style="list-style-type: none"> • Knowledge of health and safety and welfare issues within a childcare environment, including first aid. • Willingness to research/read up on specific areas.
Values/ Personal Attributes:	<ul style="list-style-type: none"> • Professional conduct • An ability to form warm relationships. • Enjoyment of being with children. • Willingness to deal with personal care needs of children as necessary. 	<ul style="list-style-type: none"> • Honesty with self and others