**PERSON SPECIFICATION – After School Club Manager**

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| ***criteria*** | ***qualities*** |
| **Qualifications  and training** | * First aid training (or willingness to complete it) * Ideally – Level 3 Childcare |
| **Experience** | * Working with children or young people * Leading a team * Planning activities to engage pupils and support development |
| **Skills and knowledge** | * Ability to respond quickly and effectively to issues that arise * Ability to use own initiative and take action accordingly * Effective communication with adults and children * Ability to deliver instructions to junior team members * Ability to take a firm but fair approach to handling behaviour issues in line with the school’s policies * Ability to build effective working relationships with colleagues |
| **Personal qualities** | * Commitment to supporting and understanding pupil needs * Commitment to upholding and promoting the ethos and values of the school * Commitment to maintaining appropriate confidentiality at all times * Commitment to safeguarding, equality, diversity and inclusion |