**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
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| **Experience** | * Working with children or young people
* Leading a team
* Planning activities to engage pupils and support development
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| **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
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| **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
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