



## Employee Specification Form

### Out of School Club Supervisor

Personal Attributes required (on the basis of the job outline)	Essential (E) or Desirable (D)	To be identified by: (eg application form, interview, reference etc)
<b>Qualifications</b>  Relevant Level 3 Child Care qualification (or equivalent)	E	AF/I
<b>Experience</b>  Experience of working with or caring for children of relevant age Experience of undertaking administrative tasks Experience of undertaking financial duties Experience of managing staff	E E D E	AF//R AF/R AF//R AF/I
<b>Knowledge/skills/abilities</b>  Ability to relate well to children Ability to keep records and undertake necessary administration Ability to work as part of a team Ability to manage resources within the Club budget Paediatric First Aid Good communication skills (oral and written) Good numeracy and literacy skills Ability to maintain confidentiality Basic knowledge of First Aid Ability to make effective use of ICT (e.g. Word, Excel) Flexible attitude to work Knowledge of safeguarding requirements Knowledge of Early Years Foundation Stage	E E E E D E E E E E D E D	AF//R AF//R AF//R I AF/I AF/I AF//R I/R AF AF I/R I AF//R
<b>Other</b>  Passion and have a vision for the club Commitment to Equality and Diversity Commitment to Health and Safety Monitor equipment and ensure it is in clean, working order	E E E E	AF//R AF//R AF//R AF//R
<b>Special Requirements</b>  Prepared to undertake Designated Leader Safeguarding Training Ability to liaise with other agencies effectively Undertake any training deemed relevant by the school	E E E	I AF/I AF/I