

Dinnington First School Person Specification for Out of School Club Leader

Part A: Application Stage

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

Essential

1	A Level 3 Childcare Qualification
2	Experience of work/play with children of primary school age.
3	Willingness to undertake training in playwork skills.
4	Interest in the play and emotional needs of children of primary school age.
5	Awareness of what constitutes 'good quality childcare'.
6	Interest in planning play, arts and sports activities for children of primary age.
7	Commitment to working within an equal opportunities framework.
8	Ability to provide warm and consistent care to all children attending the provision.
9	Ability to understand and meet children's needs including those of children with special needs.
10	Knowledge of safeguarding requirements
11	Understanding of health and safety issues that affect the day to day running of childcare services.
12	Experience of working as part of a team.
13	Good physical and emotional health, and the ability to work on own initiative.

Desirable

14	First Aid Qualification
----	-------------------------

Part B: Assessment Stage

The criteria below will be further explored at the assessment stage:

Essential

1	Basic literacy and numeracy skills
2	Able to use language and other communication skills that children can understand and relate to.
3	Able to supervise groups of pupils
4	Able to work effectively as part of a team
5	Able to work within and apply all relevant school policies, e.g. behaviour management
6	Appropriate behaviour and attitude towards safeguarding and promoting the welfare of children and young people including: <ul style="list-style-type: none"> ▪ motivation to work with children and young people

	<ul style="list-style-type: none"> ▪ ability to form and maintain appropriate relationships and personal boundaries with children and young people ▪ emotional resilience in working with challenging behaviours ▪ attitude to use of authority and maintaining discipline.
7	No disclosure about criminal convictions or safeguarding concern that makes applicant unsuitable for this post.

Part C: Additional Requirements

The following criteria must be judged as satisfactory when pre-employment checks are completed:

1	Enhanced Certificate of Disclosure from the Disclosure and Barring Service
2	Additional criminal record checks if applicant has lived outside the UK
3	Two references from current and previous employers (or education establishment if applicant not in employment)
4	Medical clearance
5	A good attendance record

The following methods of assessment will be used:

Method		Method	
Interview	Yes	Presentation	No
Observation	No	Structured discussion with pupils	No
Other (specify)	No	Other (specify)	No

Part C: Additional Requirements

The following criteria must be judged as satisfactory when pre-employment checks are completed:

1	Enhanced Certificate of Disclosure from the Criminal Records Bureau
2	Additional criminal record checks if applicant has lived outside the UK
4	Medical clearance
5	Two references from current and previous employers (or education establishment if applicant not in employment)