

## Person Specification – Extended Schools Leader (Holiday Club)

Level 3, Grade 6 (SCP 8-11)

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>➤ Good standard level of education and ability to demonstrate basic English, Maths and communication skills</li> <li>➤ Level 3 Certificate/Diploma in Childcare (or equivalent)</li> <li>➤ Knowledge of basic food handling</li> <li>➤ Food Safety Certificate, or willingness and ability to train and pass</li> <li>➤ First Aid Qualification, or willingness and ability to train and pass</li> </ul>	<ul style="list-style-type: none"> <li>➤ 5 GCSE's (or equivalent), including Maths and English</li> </ul>
<b>Work or relevant experience</b>	<ul style="list-style-type: none"> <li>➤ At least 3 years relevant experience working with children in an educational setting</li> <li>➤ Ability to plan and organise effectively</li> <li>➤ Knowledge and understanding of the EYFS</li> </ul>	<ul style="list-style-type: none"> <li>➤ Experience working with pupils aged 2-11 years</li> </ul>

<b>Knowledge and understanding</b>	<ul style="list-style-type: none"> <li>➤ Encouraging fair and caring behaviour among the children</li> <li>➤ Encouraging independence and self-esteem</li> <li>➤ Planning activities with children</li> <li>➤ Awareness of health and safety procedures, maintaining a safe environment for all children</li> <li>➤ Awareness of child protection procedures</li> </ul>	
<b>Skills and Abilities (relevant to post)</b>	<ul style="list-style-type: none"> <li>➤ Good communication skills and the ability to relate well to children, staff and parents</li> <li>➤ Evidence of working well as part of a team</li> <li>➤ Ability to maintain accurate records</li> <li>➤ Good organisational skills</li> </ul>	
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>➤ Ability to bring to the role, initiative, enthusiasm and commitment</li> <li>➤ Flexibility and reliability</li> <li>➤ Creativity</li> <li>➤ Good listening skills</li> <li>➤ Willingness to develop skills with further training</li> </ul>	<ul style="list-style-type: none"> <li>➤ Desire and willingness to contribute to the development of the holiday club offer (e.g. planning new themes, ensuring relevant, engaging and exciting)</li> </ul>