

Person Specification – Extended Schools Leader (Holiday Club)

Level 3, Grade 6 (SCP 8-11)

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

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