

# GENERIC PERSON SPECIFICATION

## POST: AFTER SCHOOL CLUB LEADER - GRADE 5

| SKILLS/ ABILITY/ EXPERIENCE                                                                          | TO DO WHAT?                                                                                                                      | HOW WELL?<br>NOW OR WITH<br>TRAINING? | HOW IMPORTANT<br>AT THE TIME OF<br>APPOINTMENT? |
|------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|-------------------------------------------------|
| <b><u>KNOWLEDGE</u></b>                                                                              |                                                                                                                                  |                                       |                                                 |
| Good general level of education, including English and Maths at GCSE Grade C or above                | To ensure a good level of numeracy and literacy to run the Club, communicate with parents and carry out administrative processes | Now                                   | 5                                               |
| An appropriate childcare qualification (e.g. NVQ Level 3)                                            | To provide the theoretical context for the role                                                                                  | Desirable now                         | 4                                               |
| First Aid qualification                                                                              | To administer basic First Aid to children as required                                                                            | With training                         | 4                                               |
| Experience of working with children of a relevant age and an understanding of good quality childcare | To provide care and supervise play activities                                                                                    | Now                                   | 5                                               |
| Clerical/administrative experience                                                                   | To carry out administrative processes associated with the running of the Club                                                    | Some ability now                      | 4                                               |
| <b><u>MENTAL SKILLS</u></b>                                                                          |                                                                                                                                  |                                       |                                                 |
| Ability to solve routine problems and use judgement appropriately                                    | To lead the team and work independently on a day to day basis                                                                    | Now                                   | 5                                               |

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| SKILLS/ ABILITY/ EXPERIENCE                                                                                                                                                                                   | TO DO WHAT?                                                                                                                   | HOW WELL?<br>NOW OR WITH<br>TRAINING?    | HOW IMPORTANT<br>AT THE TIME OF<br>APPOINTMENT? |
| <b><u>INTERPERSONAL &amp; COMMUNICATION SKILLS</u></b><br><br>Ability to communicate information and ideas effectively to both adults and children                                                            | To relate to/communicate with the children and to develop and maintain good working relationships with colleagues and parents | Now                                      | 5                                               |
| <b><u>PHYSICAL SKILLS</u></b><br><br>N/A                                                                                                                                                                      |                                                                                                                               |                                          |                                                 |
| <b><u>INITIATIVE &amp; INDEPENDENCE</u></b><br><br>Ability to plan own workload and that of the team and, working within defined policies and procedures, deal with unexpected/unusual situations or problems | To work independently to lead the After School team                                                                           | Now – with training in school procedures | 5                                               |
| <b><u>PHYSICAL DEMANDS</u></b><br><br>Reasonable level of physical fitness                                                                                                                                    | To lift and carry play equipment<br><br>To implement play activities and to interact/play with the children                   | Now                                      | 5                                               |
| <b><u>MENTAL DEMANDS</u></b><br><br>Awareness of needs/demands of young                                                                                                                                       | To react to children's needs and demands and to                                                                               | Now                                      | 5                                               |

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| SKILLS/ ABILITY/ EXPERIENCE                                                                                             | TO DO WHAT?                                                                                                                                                                                                                | HOW WELL?<br>NOW OR WITH<br>TRAINING?                                                  | HOW IMPORTANT<br>AT THE TIME OF<br>APPOINTMENT? |
| children and how they act/react                                                                                         | ensure their safety and welfare while they are in the care of the After School Club                                                                                                                                        |                                                                                        |                                                 |
| <b><u>EMOTIONAL DEMANDS</u></b><br><br>(Occasional)                                                                     |                                                                                                                                                                                                                            |                                                                                        |                                                 |
| <b><u>RESPONSIBILITY FOR PEOPLE</u></b><br><br>Understanding of key safeguarding issues                                 | <p>To ensure correct reporting and monitoring of any safeguarding issues which may arise</p> <p>To maintain appropriate levels of confidentiality and data security in respect of personal/pupil/colleague information</p> | Awareness of the sensitivity of these issues now – training given in school procedures | 5                                               |
| <b><u>RESPONSIBILITY FOR SUPERVISION</u></b><br><br>Supervisory skill/ability                                           | To supervise the After School Club Assistant/s, plan their work and provide training and day to day direction and management                                                                                               | With training                                                                          | 4                                               |
| <b><u>FINANCIAL RESPONSIBILITY</u></b><br><br>Experience of cash handling and recording/processing cash/cheque payments | To undertake the processes associated with taking payments from parents and accurately                                                                                                                                     | Now                                                                                    | 4                                               |

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|                                                         | recording/processing these                                                                                                                                        |                                       |                                                 |
| <b><u>RESPONSIBILITY FOR PHYSICAL<br/>RESOURCES</u></b> | <p>To be responsible for safe and secure storage of play equipment after the Club activities</p> <p>To be responsible for ordering stock (food purchases etc)</p> | Now                                   | 3                                               |