

Person Specification



Job Description	Manager
Location	Sacred Heart Rise and Shine Club
Hours of Work	Monday to Friday Morning Session 7.30am to 9.00am Afternoon Session 3.00pm to 5.30pm Term Time Only (38 weeks per year)

Knowledge	<ul style="list-style-type: none"> ▪ An understanding of good quality childcare ▪ Knowledge of how children play and its relevance to their child development ▪ Knowledge of a range of activities to promote social/emotional and intellectual development of school aged children ▪ Knowledge of suitable activities and play opportunities related to a child's age, abilities and needs ▪ A commitment to equal opportunities and an understanding of their application in childcare ▪ An awareness of the Children's Act and Guidelines ▪ An awareness and understanding of Child Protection/Safeguarding ▪ Knowledge of Health and Safety issues ▪ An understanding of the boundaries of confidentiality
Skills and Abilities	<ul style="list-style-type: none"> ▪ To be able to organise, provide and facilitate safe and creative play ▪ To be able to organise and provide stimulating activities for school aged children ▪ To ensure that there are a variety of opportunities for children's activities ▪ The ability to handle situations calmly and effectively ▪ Be sensitive to the needs of all children, recognising particular needs with regard to gender, ethnic origin and disability ▪ Provide care and comfort to children, ensuring that they feel secure ▪ Be aware of and to meet the social and emotional needs of school aged children on an individual basis and in a group setting ▪ The ability to relate to children and to have a good sense of humour ▪ The ability to manage a team of staff ▪ The ability to organise all the Clubs documentation and advise staff on how to complete it effectively ▪ The ability to build positive relationships with children and adults and have good interpersonal skills while talking to parents/carers and staff ▪ To be able to communicate effectively at all levels and have a good level of standard English ▪ To be punctual and flexible and fulfil duties in a responsible manner ▪ To dress professionally and adhere to our dress code policy ▪ To be efficient and have good organisational skills ▪ Ensure resources are well ordered and tidy and ready for use by the children ▪ Able to work on own initiative as well as working effectively as a member of a team ▪ To follow instructions and accept guidance ▪ The ability to use judgement and common sense ▪ The ability to see the need for staff training and organise it and also a willingness to undertake further training themselves
Experience	<ul style="list-style-type: none"> ▪ Experience of working with school aged children ▪ Experience of working with children in a group setting
Education	<ul style="list-style-type: none"> ▪ An NVQ3 in childcare or in a childcare setting ▪ A current Paediatric First Aid Certificate or willing to undertake training for this qualification ▪ To undertake a Food Hygiene certification course
Special Requirements	This post is subject to Protection of Children Regulations and is therefore exempt from the provisions of the Rehabilitation of Offenders Act 1974. A DBS and two unreserved references will be required prior to appointment.