

ESSENTIAL CRITERIA KIDS CLUB MANAGER

Educational Achievements, qualifications, training and knowledge:

- Minimum Level 2 qualification in Playwork

OR

- Minimum Level 2 Early Years/Childcare qualification
- Current appropriate First Aid certificate or evidence of commitment to achieve this.
- Training in safeguarding children, as defined by the Lancashire Safeguarding Children's Board, within the last three years, or a commitment to complete within 3 months of recruitment
- Good standard of written and spoken English.
- Excellent interpersonal skills.

Experience

- Experience of working with children of primary age
- Experience of working as part of a team
- Experience in financial administration, accountancy/ book keeping.

Skills

- Ability to communicate effectively with children and adults.
- Ability to use initiative
- A commitment to high quality childcare and play
- Ability to work regularly and on time
- Interest in planning play, arts and sports activities for children of primary age.

Here are some of the things a leader can expect to do during the after school club session:

- *Set up interesting activities and be prepared for the children to alter them.*
- *Listen and talk to individual children, play with them, follow their interests, try to respect their rights and needs, and allow them to express their feelings in a way that is not damaging to the good atmosphere of the club.*
- *Take part in role play, do puzzles, and help the children devise ways of playing with toys.*
- *Keep things safe and tidy and pleasant for the children to play.*
- *Help provide and clear up after a light snack.*
- *Retain a sense of humour in times of challenge.*

- *Listen to parents and welcome newcomers*
- *Be aware of anti - bias attitudes at all times and encourage them in children.*
- *Lead the team planning and de-briefing sessions.*

Personal Qualities

- A positive approach to learning and gaining new skills through teamwork and training opportunities.
- Ability to maintain confidentiality.

Special Requirements

- Satisfactory Enhanced DBS
- * Ability to occasionally attend meetings/events outside normal hours of work for this post
- Ability to work in the school's Breakfast Club if required.

Physical

- Ability to move equipment/small items of furniture when setting up/clearing play area.

Equal Opportunities

- Commitment
- to and understanding of, the principles of equal opportunities for all, in employment and the delivery of services.

DESIRABLE CRITERIA

Educational Achievements, qualifications, training and knowledge

- Training in food safety/hygiene and playwork
- First Aid including paediatric First Aid