PERSON SPECIFICATION

POST TITLE: CENTRE MANAGER (Breakfast and After School Club) – Term time only

Specific qualifications are not a prerequisite of the job but it would be desirable for the post holder will be to have:

- NVQ level 3 in Playwork, Childcare or equivalent or willing to undergo training.
- An awareness of the needs of children and young people and understand how these needs can be met.
- Knowledge and understanding of legislation related safeguarding children or the desire to undertake this training as a matter of priority.
- Knowledge and understanding of how to lead appropriate play activities e.g., sports, games, crafts, social and practical experience of some of these activities
- Understanding of legislation and associated procedures and how they relate to the service e.g., health and safety, child protection, equality of opportunity medical and dietary needs.
- Understanding relevant administration procedures and organisational skills including children registration requirements.
- Understanding of procedures relating to financial and budgetary procedures for the level of responsibility for leading a Breakfast and After School Club under the direction of the Headteacher and Senior School Administration Officer.
- Understanding of Equal opportunities issues and Special Needs practices relating to the aims and objectives and vision of Greenslade Primary School.

EXPERIENCE

It is desirable that the post holder will have A minimum of 3 years' experience in providing a customer orientated play service in either a paid or voluntary capacity in, for example, playground, junior playrooms, play center's or an equivalent play setting and should include :

- Leading and Supervising of staff
- Planning and prioritising workloads
- Undertaking administrative processes and record keeping including writing reports and non-standard documents

APTITUDES

To demonstrate the desire and ability to:

- Lead, supervise, motivate and develop permanent and casual staff
- Be flexible in the organisation and planning of workloads to take account of changing priorities and circumstances
- Work as part of a team, sharing working knowledge and skills supporting less experiences staff
- Contribute to the development and improvement of the services offered
- Operate a customer orientated service
- Produce non-standard reports / letters
- Prepare statistical information including undertaking basic calculation
- Maintain records: e.g. observe, record and present child protection reports (with training)

SPECIAL CONDITIONS OF SERVICE

- Must undertake the duties and responsibilities of the post with due regard for the Council's Equal Opportunities Policy Safeguarding and Health and Safety Policy and other policies and procedures.

- To obtain a first aid qualification (with training).

- To obtain a food preparation qualification (with training).

- Centre managers to be available for work Monday to Friday (5 days), 27.5 hours per week plus overtime where applicable, during school term time. Hours of work are: 7.00am – 9.15 am for the Breakfast Club and 3.00m - 6.15pm. Additional time weekly for banking as required and agreed.

- All start and finish times must be achieved.

- Centre managers must be physically fit and alert to supervise and take responsibility for groups of children and staff Breakfast and After School Club staff attend on Inset days and are directed by the Manager.

Greenslade Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.