



## ELM GREEN PREPARATORY SCHOOL

### PERSON SPECIFICATION AFTER-SCHOOL CLUB COORDINATOR

The person specification shows the abilities and skills you will need to carry out the duties in the Job Description. Short-listing is carried out on the basis of how well you meet the requirements of the person specification. You should mention in your application any experience you have had which shows how you meet these requirements. If you are selected for interview, you may be asked to undertake practical tests to cover the skills and abilities shown below. If appointed, you may be asked to undertake relevant training for necessary qualifications.

Criteria	Essential	Desirable
<b>Qualifications</b>		
NVQ Level 2 or equivalent	*	
Level 2 Child Protection/Safeguarding	*	
First Aid Qualification	*	
Food Hygiene Certificate		*
<b>Skills, Aptitude, Knowledge and Experience</b>		
Passionate about all aspects of childcare and education and able to bring new ideas to the role	*	
Excellent communication and organisational skills	*	
Good knowledge and understanding of equal opportunities and special educational needs	*	
Relevant supervisory experience		*
Experience of administration systems		*
<b>Personal Competencies</b>		
Professionalism and respect for colleagues, students and their parents	*	
Work constructively as part of a team, understanding roles and responsibilities and own position within these.	*	
A commitment to the values and aims of the school	*	
Excellent time-keeping in all aspects of the role	*	
Flexibility – occasional working hours and role within setting	*	
An understanding of the need for a safe setting	*	
To be prepared to develop and learn in the role	*	

Elm Green is an Equal Opportunities employer.

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