



Rainhill St Ann's CE Primary School
 View Road, Rainhill, Merseyside, L35 OLQ
 Tel 0151 426 5869, www.rainhillstanns.co.uk
 Twitter: [@StAnnsRainhill](https://twitter.com/StAnnsRainhill)
 Headteacher: Mrs Laura Rynn



Together, we aim high; with God's love, we can fly

BREAKFAST & AFTER SCHOOL CLUB MANAGER PERSON SPECIFICATION (Essential and Desirable)

EDUCATION & TRAINING	
To have a qualification in Childcare (NNEB or NVQ) or equivalent qualification or experience of working with children.	E
Willingness to take part in appropriate training and personal and professional development as directed by the school management team	E
EXPERIENCE	
Experience of working with primary aged pupils	E
Experience of working with pupils with Special Educational Needs	E
Experience of Safeguarding children	E
Experience of undertaking administrative processes.	E
Experience of using basic technology	E
Experience in delivering first aid, medication, personal/intimate care, physical intervention/behaviour management strategies	E
Willingness to undertake training as required	E
KNOWLEDGE	
Knowledge of how to safeguard children	E
An understanding of the varied needs of children as they develop socially and academically.	E
A knowledge of behaviour management techniques that support school and classroom practices and behaviour during playtimes/ lunchtimes.	E
Knowledge of the value of constructive play	E
Knowledge of policies and procedures relating to safeguarding, health and safety, security, equal opportunities and confidentiality	E
SKILLS	
Able to communicate effectively with children, staff and parents	E
Ability to lead and manage a small team and work as an integral part of a team	E
Ability to manage time effectively	E
Ability to take direction	E
Excellent de-escalation skills	D
High standards of written and spoken English that supports pupils' learning	E
Able to plan effectively and respond to unplanned circumstances using initiative, sound judgements	E
Able to produce well written policies and procedures in line with statutory requirements.	E
Organisational skills	E
Ability to use IT, including the internet and email	E
Ability to plan and provide age-appropriate games and activities	E
Remain calm in a crisis	E
Recognise behaviour giving cause for concern, and inform teaching staff	E
PERSONAL QUALITIES	
An ability to inspire and motivate young children	E
Patience, understanding, caring, sense of humour	E
Adaptable and flexible to the needs of the children	E



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Respect confidential information	E
Ability to work on own initiative	E
Calm under pressure	E
Honest, trustworthy, reliable	E