

## POP UP CARE CLUBS



### PERSON SPECIFICATION

Job Title: Manager

Grade: 6

	Essential	Desired	How Assessed
<b><u>Qualifications</u></b>			
Child Care NVQ 3	*		Application/certificates
Group 6	*		Application/certificates
Safeguarding			
Paediatric First Aid	*		Application/certificates
Food and Hygiene	*	*	Application/certificates
FGM Training			Application/certificates
Prevent Training	*		Application/certificates
Child Sexual Exploitation	*		Application/certificates
SEN	*		Application/certificates
EAL		*	Application/certificates
<b><u>Experience</u></b>			
Minimum of 3 years' experience of working with children in a play environment.	*		Application
Supervising staff	*		Application/Interview
Management of a pre-school setting	*		Application/Interview
<b><u>Knowledge</u></b>			
Willingness to attend courses to update knowledge.	*		Interview
Knowledge of Safeguarding, Child			

Protection and appropriate Health and Safety Regulations.	*		Interview
<b><u>Skills/Attributes</u></b> A high standard of literacy and numeracy skills.  A loving and caring attitude towards children.  Excellent communication and interpersonal skills.  Ability to work as part of a team.  Have the ability to be responsive in situations and show initiative.  Must be able to take instructions.	*  *  *  *  *  *		Application/Interview  Interview  Interview/Reference  Interview/Reference  Interview  Interview
<b><u>General Circumstances</u></b> Attendance – evidence of regular attendance at work  An understanding of, and commitment to, Equal Opportunities, and the ability to apply this to strategic work and day to day situations.  Full Driving Licence  Self Employed	*  *	*  *	Application/Reference  Application/Interview  Application  Interview