

PERSON SPECIFICATION – HAPPY HOMETIME CLUB

JOB TITLE: DEPUTY MANAGER

GRADE:

METHOD OF ASSESSMENT (M.O.A.)

AF = Application Form: I = Interview: T = Test or Exercise P = Presentation

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent spoken English is an essential requirement for the role.

CRITERIA	ESSENTIAL	M.O.A.
<u>EXPERIENCE</u> (Relevant work and other experience)	Administration experience at appropriate level including working as part of a team to deadlines.	AF/I
	Experience of working in a before and after school club is desirable.	AF/I
	Knowledge of play-work principles	
<u>SKILLS AND ABILITIES</u> (Eg Written communication skills, dealing with the public)	Ability to demonstrate developed interpersonal and communication skills.	AF/I
	Ability to communicate both verbally, face to face with a range of audiences including other employees within the school, governors, pupils and parents.	AF/I
	Ability to work effectively as part of a team and use initiative.	AF/I
	Processing on line payments	AF/I
	Ability to respond proactively to unexpected problems and situations.	AF/I
	Ability to develop and maintain effective working relationships with a wide range of people and relate well to children and adults.	AF/I
<u>TRAINING</u>	Demonstrate willingness to undergo appropriate training and development in order to carry out duties.	AF/I
<u>EDUCATION/ QUALIFICATIONS</u>	Early Years Child Care qualification – Level 3 Paediatric first aid qualification (or be prepared to attend a course) Designated Safeguarding Lead Certificate or be prepared to attend a course) Proficiency in Microsoft work and desirable in excel.	AF/I
<u>OTHER</u>	An enhanced DBS will be required for this post and documentation on Right to Work will also be required. Understanding of Equal Opportunities	