

Millbrook Activity Club Manager PERSON SPECIFICATION

Qualifications:	Essential	Desirable
<ul style="list-style-type: none"> • Early Years and Childcare NVQ 3 or equivalent • Paediatric First Aid • Evidence of further qualification/training in childcare or play work 	<ul style="list-style-type: none"> ✓ ✓ 	<ul style="list-style-type: none"> ✓
Knowledge and Understanding: <ul style="list-style-type: none"> • of the role childcare plays in modern family life • of the characteristics of effective childcare settings • of the importance of professional development • of equal opportunities • the needs of children with special educational needs or who speak English as an additional language (EAL) • Knowledge and understanding of the latest EYFS framework • Knowledge and understanding of the national curriculum 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ 	<ul style="list-style-type: none"> ✓
Skills <ul style="list-style-type: none"> • good communication skills, both written and spoken • good organisational skills • good IT skills and ability to use a range of software • ability to use basic financial management packages 	<ul style="list-style-type: none"> ✓ ✓ ✓ 	<ul style="list-style-type: none"> ✓
Experience: <ul style="list-style-type: none"> • Experience of working with children • Experience of handling money; simple book keeping • Experience as a line manager • Experience in being a play worker in a nursery, school or club setting 	<ul style="list-style-type: none"> ✓ ✓ ✓ 	<ul style="list-style-type: none"> ✓
Other requirements: <ul style="list-style-type: none"> • This post is exempt under the Rehabilitation of Offenders Act 1974. Due to the sensitive nature of the duties the post holder will be expected to undertake a criminal record check as part of the recruitment process. 		