



Person Specification – Extended Services Supervisor (known locally as Afterschool Club Play lead)

No.	Area	Essential	Desirable
1	Qualifications and training		
1.1	Minimum of NVQ Level 2 qualification in playwork or childcare	✓	
1.2	First aid qualification / Basic food hygiene certificate (or willingness to train)	✓	
1.3	Commitment to ongoing training and professional learning	✓	
2	Experience and knowledge		
2.1	Experience in leading/supervising similar provision within a primary setting	✓	
2.2	An understanding of the importance of behaviour management strategies and able to lead a team in developing their own understanding and practice	✓	
2.3	Knowledge of policies and procedures relating to child protection, health & safety, equal opportunities and confidentiality	✓	
2.4	Have a basic understanding of food hygiene	✓	
2.5	An appreciation of the differing needs and abilities of primary age children	✓	
2.6	An understanding of the play work principles		✓
2.7	An understanding of the importance of creating play environments which are child led		✓
2.8	Experience of supervising or leading a team, involving providing feedback and line management responsibilities of time, attendance, performance and conduct		✓
3	Skills and abilities		
3.1	Possess good interpersonal and communication skills, with the ability to use initiative in problem solving	✓	
3.2	Has a fun approach to inspiring children's play	✓	
3.3	Ability to provide direction and supervision to Before/After School Club team of assistants		✓
3.4	Ability to identify areas of improvement and communicate these to the team, aiding their individual professional development		✓
4	Personal qualities and attributes		
4.1	The ability to work independently as well as in a team	✓	
4.2	The ability to form effective, positive and supportive relationships with children, staff, parents and outside agencies	✓	
4.3	The ability to engage with and motivate children to help them achieve their potential	✓	
4.4	A caring and positive nature, inspires confidence and creativity in others	✓	
4.5	A commitment to improving their own knowledge, skills and practice in relation to the post	✓	
4.6	A commitment to safeguarding and promoting the welfare of all our children	✓	