

PERSON SPECIFICATION

Job Title: Play Leader and Sports Co-ordinator	Grade 4
Commencing: As soon as possible	Date Prepared: September 2019

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications/ Training	<ul style="list-style-type: none"> Willingness to gain further qualifications in Play Work, First Aid and Child Protection. Has a full, clean driving licence. 	<ul style="list-style-type: none"> NVQ Level 2 or 3 in Play Work. Paediatric First Aid Qualified. Child Protection Trained. Has a category D1 on driving licence.
Experience	<ul style="list-style-type: none"> Significant experience of working with children. Experience in a co-ordinator, organisational role. 	<ul style="list-style-type: none"> Relevant Play Work experience with primary aged children OR experience of organising (play) activities for groups of children. First Aid experience. Experience of considering and upholding the safeguarding of young people. Early years education or similar relevant experience. Awareness of Equal Opportunities and Health & Safety Policies
Personal Qualities	<ul style="list-style-type: none"> Enjoys and is able to work as a member of a team. Flexible and reliable. Good communicator with adults and children. Organised. Ability to use initiative. Prepared to ask for support. Likes working with children. 	<ul style="list-style-type: none">

ATTRIBUTES	ESSENTIAL	DESIRABLE
Knowledge and Understanding	<ul style="list-style-type: none"> • Responsibility for the safety, welfare and wellbeing of children including safeguarding procedures. • Ability to liaise and communicate effectively with staff, pupils, visitors and contractors. • Ability to work under own initiative with an awareness of school. policies and procedures. • Ability to prioritise tasks. • Ability to maintain accurate records. • Commitment to supporting the schools aims and objectives. • Ability to handle confidential information with discretion. • Reliability and flexibility. • Ability to undertake physical work. 	<ul style="list-style-type: none"> • Principles of Play Work • Effective behaviour management strategies.
Special conditions	<ul style="list-style-type: none"> • Willingness to undertake minibus driver training. 	