

St John's Catholic Infant & Junior School

JOB TITLE :St John's Extended School Club Co-ordinator (Band F)

M23

Essential:	Desirable
Qualifications and Training <ul style="list-style-type: none"> NVQ Level 3 in Children's care, learning and development or equivalent Evidence of continuing professional development 	<ul style="list-style-type: none"> First aid training as appropriate Level 2 Safeguarding training Health & Safety training Food hygiene training Evidence of further related training or interests Willingness to participate in development and training opportunities
Experience: <ul style="list-style-type: none"> Substantial experience within a childcare setting Substantial experience of working with children aged 4-11 Experience of working with children with individual needs Experience in supporting positive behaviour management techniques 	<ul style="list-style-type: none"> Experience of carrying out staff appraisals Experience of planning or organising a childcare setting
Knowledge & Skills: <ul style="list-style-type: none"> Ability to motivate and lead a team Ability to deliver engaging and appropriate activities to children of all ages Ability to take on an active play leader role whilst managing a high quality wrap around provision Ability to implement consistent policy and practice and ensure other members of the team are doing so Knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality 	<ul style="list-style-type: none"> Ability to self-evaluate learning needs and actively seek learning opportunities Awareness of confidentiality and data protection Knowledge of Ofsted Framework, Food Standard and safeguarding requirements
Personal Qualities <ul style="list-style-type: none"> Empathy with Catholic ethos of the school and willingness to take part in the full religious life of the school Strong organisational and planning skills Excellent communication skills Excellent written and spoken English Excellent ICT skills Ability to prioritise workload whilst leading high quality play and provision Willingness to undertake further professional development Evidence of a commitment to equal opportunities policies and an understanding of their effective operation within schools Ability to maintain professional relationships with parents 	<ul style="list-style-type: none"> Ability to multi task and prioritise to manage conflicting demands