**Westgate Wonders Care Club Manager**

**PERSON SPECIFICATION:**

**Knowledge /Experience**

* At last 2 years management or supervisory experience in a play / childcare setting. **(Essential)**
* Proven ICT Skills e.g Microsoft Office **(Essential)**
* Staff supervision and effective performance management. **(Essential)**
* Experience of the Designated Safeguarding Lead role **(Essential)**
* Administration and finance experience e.g. record keeping, budgeting, purchasing**(Essential)**
* Track record of ongoing Business development. **(Essential)**
* Involving children / parents / carers in shaping services. **(Essential)**
* Working in partnership with other agencies e.g. School, Ofsted, LCC Early Years Team. **(Essential)**
* Knowledge and understanding of the Childcare Act 2006; safeguarding children; CAF **(Essential)**

**Qualifications/Training**

* Enhanced DBS Clearance
* Level 3 childcare / play-work or other equivalent professional qualification. **(Essential)**
* Evidence of continuing professional development **(Desirable)**
* Knowledge and understanding of children’s age and stage of development. **(Essential)**
* Current policy discussion and trends in children and family services. **(Essential)**
* Food hygiene & relevant 1st aid qualification. **(Essential)**

**Skills / Abilities**

* Flexible attitude to work. **(Essential)**
* Proven communication skills both written and oral with diverse audiences. **(Essential)**
* Ability to create an inspirational and stimulating child centred play environment. **(Essential)**
* Ability to inspire others and lead a staff team **(Essential)**
* Ensure adherence to safeguarding policies & procedures **(Essential)**

**Safer Recruitment**

The safeguarding of children is of paramount importance to the club and the recruitment process forms an essential part of that. For shortlisted applicants references from both current and past employers will be sought prior to interview and photographic identification in line with [https://www.gov.uk/prove-right-to-work](https://www.gov.uk/prove-right-to-work%20) must be provided at interview. Any job offer will be subject to satisfactory referencing, site of original qualification certificates, full enhanced DBS check & occupational Health assessment prior to appointment.

The provision of any false information will lead to the application being rejected and if already selected a candidate will be dismissed and any other action seen to be appropriate by the appointing body will be taken.