



*"Oakdene - Growing and Learning together"*

**Oakdene Primary School**  
**Person Specification - Play Leader (Out of School Club)**

Knowledge	E = Essential Criteria D = Desirable Criteria	Criteria Identified by ... AF = Application Form I = Interview R = References
Understanding of children's differing needs, including children with impairments.	E	AF/I
Understanding of health & safety legislation.	E	AF/I
Understanding of educational legislation.	E	AF/I
Skills & Abilities		
Ability to work effectively within a team environment, understanding extended services, roles and responsibilities.	E	AF/I/R
Ability to build effective working relationships with all pupils, families and colleagues.	E	AF/I/R
Ability to promote a positive ethos and promote a positive attitude as a role model.	E	AF/I/R

Ability to work with children at all levels regardless of specific individual need e.g. individual learning styles.	E	AF/I/R
Ability to promote the positive values, attitudes and behaviour that are expected from the pupils with whom they work, in accordance with the school's aims.	E	AF/I/R
Able to liaise sensitively and effectively with parents and carers.	E	AF/I/R
Ability to fulfil all spoken aspects of the role with confidence through the medium of English.	E	AF/I/R
Excellent numeracy and literacy skills as required.	E	AF/R
Ability to plan, prepare and organise a range of resources to support activities in Out of School Club.	E	AF/I/R
Ability to manage staffing rotas and cover, in the event of absences.	D	AF/I/R
Effective communication skills.	E	AF/I/R
Ability to be flexible to the needs of the pupils and school.	E	AF/I/R
<b>Qualifications</b>		
Qualification in play work or child related field (NVQ level 3 or working towards level 3).	E	AF
Food Safety qualification or agreement to complete this within 3 months of appointment.	E	AF
First Aid Qualification	D	AF

Experience		
Working with children.	E	AF/I
Play work experience.	D	AF/I
Professional Values and Practice		
Demonstrate ability to understand, build and maintain successful relationships with pupils and colleagues, treat them consistently, with respect, consideration and concern for their development as learners.	E	AF/I/R
Special Attributes		
Participate in relevant training and development opportunities.	E	AF/I
Undertake appointed person certificate in first aid administration.	E	AF/I
Ability to form and maintain appropriate relationships and personal boundaries with children and young people.	E	I/R