

Wraparound Care Manager **SPECIFICATION**

This specification acts as selection criteria and gives an outline of the type of person we are looking for.

Essential requirements	
Qualifications	See 'Desirable requirements' below
Experience	Experience of children of primary school age, either personally or professionally
Knowledge and Understanding	Has an understanding of good quality childcare
	Has an interest in child development and meeting different needs
Skills and abilities	Able to engage children in fun and developmental activities
	Can communicate and build relationships with children, parents and carers, and staff
	Deals with issues with empathy, sensitivity and appropriate confidentiality
Personal and professional standards	Is motivated and proactive
	Has a relentless drive for improvement, excellence and equality
	Is committed to safeguarding, equality, diversity and inclusion
	Will uphold and promote the ethos and values of the school and the trust
	Works well as part of a team, taking direction and working unsupervised as required
	Has an exemplary record of attendance and punctuality
	Holds high expectations of pupils, adults and self
	Is committed to personal and professional development
	Is reflective and learns from experience

Desirable (non-essential) requirements	
Qualifications	Level 2: Minimum of 5 GCSEs grade 4-9 (or equivalent)
	Level 3: Certificate, award or diploma related to childcare
	DSL and First Aid qualification/training and experience (or willingness to train)
Experience	Experience of delivering activities that engage and develop children
Knowledge	Some knowledge of Special Educational Needs and Disabilities (SEND)
	Has an understanding of school safeguarding and child protection duties

PLEASE NOTE

The job specification in this document is illustrative of the general nature of the role, and level of responsibility. It is not a comprehensive list of all tasks. The postholder may be required to carry out other duties appropriate to the level of the role.

The job specification may be modified by the Headteacher to reflect or anticipate changes in the job, commensurate with salary and job title.

This post is subject to an enhanced DBS with barred list check. It is an offence to apply if you are barred from working with children. All applicants must complete the full application form (CVs are not accepted). Appropriate references will be sought, and we may carry out online searches of shortlisted candidates.