

Person Specification

Extended Schools Manager – Level 4, Grade 7 (SCP 12-17)

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> ➤ 5 GCSE's (or equivalent), including Maths and English ➤ Level 3 Certificate/Diploma in Playwork (or equivalent) ➤ Knowledge of basic food handling ➤ Food Safety Certificate, or willingness and ability to train and pass ➤ First Aid Qualification, or willingness and ability to train and pass 	<ul style="list-style-type: none"> ➤ Designated Child Protection Training (or a willingness to undertake the training)
Work or relevant experience	<ul style="list-style-type: none"> ➤ At least 4 - 5 years relevant experience working with children in an educational setting ➤ Experience of supervising children in either a classroom setting or in holiday care provision ➤ Ability to supervise a group of children ➤ Ability to plan and organise effectively 	
Knowledge and understanding	<ul style="list-style-type: none"> ➤ An in-depth and detailed knowledge of school based education including child development ➤ Knowledge of non-school based support agencies 	

	<ul style="list-style-type: none"> ➤ Encouraging fair and caring behaviour among the children ➤ Encouraging independence and self-esteem ➤ Planning activities with children ➤ Awareness of health and safety procedures ➤ Awareness of child protection procedures 	
Skills and Abilities (relevant to post)	<ul style="list-style-type: none"> ➤ Good communication skills and the ability to relate well to children, staff and parents ➤ Evidence of working well as part of a team ➤ Ability to maintain accurate records ➤ Good organisational skills 	<ul style="list-style-type: none"> ➤ Specialist skills, training or experience e.g. Art, Music, ICT, display etc. Good communication skills and the ability to relate well to children, staff and parents
Personal Qualities	<ul style="list-style-type: none"> ➤ Ability to bring to the role, initiative, enthusiasm and commitment ➤ Flexibility and reliability ➤ Creativity ➤ Good listening skills ➤ Willingness to develop skills with further training 	
Special Conditions	<ul style="list-style-type: none"> ➤ Willingness to undertake an enhanced Disclosure and Barring Service (DBS) check 	

