



## Person Specification

### Wrap Around Care Manager

	Essential	Desirable	How Assessed:
Education & Qualifications	<p>GCSE (or equivalent) in English and Maths, Grade C or above.</p> <p>An appropriate childcare qualification (NVQ3 or equivalent)</p> <p>First Aid Qualification.</p> <p>Food Hygiene Qualification.</p> <p>Safeguarding at Work Training.</p>	<p>Commitment to Continuing Professional Development.</p> <p>Paediatric First Aid Qualification.</p> <p>Designated Safeguarding Lead Training.</p>	<p>Application</p> <p>Certificates</p> <p>Interview</p>
Skills & Abilities	<p>Ability to work positively with groups of children and young people with a wide range of needs.</p> <p>Good inter-personal skills in informal and formal settings.</p> <p>Ability to lead, manage and motivate others.</p> <p>Well-developed written and verbal communication skills and ability to relate well to children, parents and staff.</p> <p>Highly developed organisation and administrative skills.</p> <p>Be self-motivated and demonstrate ability to work on own initiative.</p> <p>Enthusiasm, commitment and problem solving approach.</p> <p>Intermediate level of IT skills appropriate for this role.</p>		<p>Application</p> <p>Interview</p>
Experience & Knowledge	<p>At least 2 years' experience of working with children age 4-11 in a similar role.</p> <p>Detailed knowledge of relevant legislation, Early Years curriculum, provision for 4-11 year olds.</p> <p>Experience of implementing Health and Safety procedures in childcare settings.</p> <p>Experience of managing and leading a small team.</p>	<p>Promoting the participation of children.</p> <p>Working with children with SEN.</p>	<p>Application</p> <p>Interview</p>



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<p>Core Qualities</p>	<p><b>Personal effectiveness:</b> makes things happen; operates with resilience, flexibility and integrity.</p> <p><b>Communication:</b> Share and listens to information, opinions and ideas, using a range of effective approaches.</p> <p><b>Self-Awareness:</b> learns continuously and effectively adapts behaviour in response to feedback.</p> <p><b>Service Delivery:</b> understand customer needs and responds appropriately.</p>		<p>Application Interview</p>
<p>Other Requirements</p>	<p>Understanding of and commitment to Equal Opportunities.</p> <p>Understanding of and commitment to Safeguarding.</p> <p>Willingness to work flexibly on a regular basis.</p> <p>To use initiative within the boundaries of the role.</p>		<p>Application Interview</p>