**GLF Schools – Person Specification**

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| **Job Title** | **Acorns Manager** | | | |
| **Education and Training** | | **Essential** | **Desirable** |
| Basic General Education | | ✓ |  |
| GCSE grade ‘C’ or above in Maths and English | | ✓ |  |
| Current Paediatric First Aid Certificate | |  | ✓ |
| Basic Food Hygiene training | |  | ✓ |
| Up-to-date Safeguarding training | |  | ✓ |
| Computer skills – word processing, spreadsheets, email | | ✓ |  |
| **Experience** | | **Essential** | **Desirable** |
| Experience of working with children | | ✓ |  |
| Experience working within a team | | ✓ |  |
| Experience of leading a team | | ✓ |  |
| **Knowledge, Skills and Abilities** | | **Essential** | **Desirable** |
| Ability to be open with children and have sympathy /empathy for their concerns. | | ✓ |  |
| Ability to relate in a friendly but firm way with a wide range of personalities. | | ✓ |  |
| Ability to initiate and encourage positive play | | ✓ |  |
| Understanding and commitment to Equal Opportunities | | ✓ |  |
| Have a good understanding and knowledge of child development. | | ✓ |  |
| Possess good time management skills. | |  | ✓ |
| **Personal Attributes** | | **Essential** | **Desirable** |
| Possess the ability to communicate effectively with children and adults alike. | | ✓ |  |
| Enjoy working as part of a team. | | ✓ |  |
| Have a supportive and encouraging nature. | | ✓ |  |
| Be patient and resilient. | | ✓ |  |
| Be friendly and approachable for children and adults alike. | | ✓ |  |
| Have an outgoing, confident personality with the ability to lead others. | | ✓ |  |
| Be flexible and adaptable. | | ✓ |  |
| Have the ability to remain calm, maintain control and lead others in the event of difficult situations | | ✓ |  |
| Have the ability to form and maintain appropriate relationships and personal boundaries with children and young people in line with the GLF Safeguarding and Child Protection Policy and the Staff Code of Conduct | | ✓ |  |

**Safeguarding**

GLF Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share thiscommitment. The successful candidate will have to meet the person specification and required to apply for a DBS disclosure. We particularly welcome applicants from under-represented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.