

PERSON SPECIFICATION

JOB TITLE	Wrap Around Care Deputy Manager	GRADE: 4
RESPONSIBLE TO:	Egerton Primary School Governors, under the day-to-day management of the Egerton Wrap Around Care Manager	

It is envisaged that the successful candidate will possess a range of skills and qualities commensurate with the effective execution of the responsibilities outlined in the job description. He/she will display the highest standards of professionalism.

Qualifications	Essential	Desirable
NVQ Level 3 or above or equivalent in childcare or playwork	E	
First Aid qualification	E	
Safeguarding training		D
GCSE Maths and English		D
Food Hygiene certificate		D
Experience, Knowledge and Understanding		
At least 2 years' experience of management or deputising for management in a play, childcare, extended services or school setting	E	
Experience of working with children in a play, childcare, out of school or school setting	E	
Health and Safety and food hygiene legislation	E	
Knowledge and understanding of: the Every Child Matters agenda; Children's Plan and Childcare Act 2006; safeguarding children; CAF; SEND		D
Ability to work in partnership with parents, teachers, health, other childcare providers, youth, social care, community professionals, organisations and agencies		D
Ability to work flexibly and have an open and flexible attitude		D
Ability to work as part of a team, as well as on own initiative	E	
Skills and Qualities		
Able to work calmly under pressure, organise time and work to deadlines, adapt quickly and effectively to changing circumstances/situations whilst remaining firm and fair	E	
Excellent communication and interaction skills (written and oral) with children and adults	E	
Reliable, honest, trustworthy	E	
Ability to maintain appropriate confidentiality at all times	E	
Friendly and approachable whilst maintaining a professional manner at all times	E	
Meticulous attention to detail	E	

Special Requirements		
Must be willing to attend appropriate training and development	E	
Must have a flexible approach to working hours	E	
Ability to supervise staff	E	