



Bishop Aldhelm's C.E. Primary School

Loved by God; United in Learning

Headteacher: Scott Tait

Deputy Headteacher: Lizzie Sharpe

*Love, Unity,
Courage
and Inspiration*

PERSON SPECIFICATION

Job Title:	Wrap Around Care and Pastoral Care Co-Ordinator
School:	Bishop Aldhelm's CE Primary School

ATTRIBUTES	CRITERIA	METHOD OF ASSESSMENT
Experience	<ul style="list-style-type: none"> • Previous experience of working with children in a formal childcare setting • General clerical and administration experience in a busy environment 	Application form Interview References
Qualifications & Training	<ul style="list-style-type: none"> • 5 GCSE's with a minimum grade C or above in English and Mathematics, or equivalent qualifications or relevant experience • NVQ3 or similar qualification or experience relevant to the post • Food hygiene certificate • Paediatric first aid trained certificate • Willingness to attend school based training • Level 3 Safeguarding Certificate 	Application form Certificates Interview
Aptitudes & Abilities	<ul style="list-style-type: none"> • Ability to establish positive expectations of pupils' behaviour and a sensitivity to pupils' personal needs • Good creative skills in order to design healthy menus and to create a stimulating environment for children • Excellent interpersonal skills • Good organisational and communication skills • Ability to work under own initiative • Computer literate • Good word processing skills • Good organisational and planning skills • Ability to manage some challenging behaviour 	Application form Interview References

	<p>from pupils</p> <ul style="list-style-type: none"> • Ability to work under own initiative • Ability to manage a small budget effectively • Ability to handle confidential information with discretion 	
Knowledge	<ul style="list-style-type: none"> • Knowledge and understanding of the elements of a healthy snack • Health & Hygiene regulations • Knowledge of the statutory framework around before/after school club provision • Understanding of the basic first aid procedure • Knowledge of Microsoft Office suite • Competent in data entry/analysis and reporting requirements • Knowledge of school's behaviour and management policy and procedures • Knowledge of school's fire and emergency procedures • Good knowledge of Child Safeguarding procedures • Knowledge of school's behaviour and management policy and procedures 	<p>Application form Interview References</p>
Attitude / Motivation	<ul style="list-style-type: none"> • Strong commitment to customer care and in delivering high quality services • Self motivated • A flexible and adaptable approach. • Team player • A commitment to support the children to reach their full potential 	<p>Application form Interview References</p>
Other Factors	<ul style="list-style-type: none"> • Support the school's security procedures • Willingness to undertake a variety of administrative tasks with accuracy • Commitment to Equal Opportunities • Enhanced DBS check • Paediatric First Aid trained 	<p>Application form Interview References DBS process</p>