Templemoor Infant and Nursery School

PERSON SPECIFICATION – DEPUTY EXTENDED SERVICES MANAGER

Please note that the 'Essential' criteria of this person specification **must be met in full**. Please address this person specification in your supporting statement.

You will need to be someone who is passionate about all aspects of childcare and education and be able to bring new ideas to the role. You will need to have a caring and dynamic approach, as well as the ability to lead and motivate a range of staff.

QUALIFICATIONS	**Essential**	**Desirable**	**Evidenced**
To be qualified to NVQ level 3 or equivalent.	✓		AF/C
To possess or be willing to work towards a full or emergency Paediatric First Aid certificate within 3 months of starting work.		✓	AF/C
To possess or be willing to work towards a Food Hygiene certificate within 3 months of starting work.		✓	AF/C

EXPERIENCE	**Essential**	**Desirable**	**Evidenced**
At least 2 years experience of working with children aged 3 – 11.	✓		AF/R/I
Experience of managing and developing staff to deliver recreational activities.	✓		AF/R/I
Experience of administration systems.		✓	AF/R/I

KNOWLEDGE AND UNDERSTANDING	**Essential**	**Desirable**	**Evidenced**
A sound understanding of play work.	✓		AF/I
Good knowledge and understanding of equal opportunities and special educational needs.	✓		AF/I
Excellent knowledge of safeguarding policies and procedures.	✓		AF/I
A working knowledge of relevant Health and Safety requirements.		✓	AF/I
To be aware of and follow all school policies and procedures.	✓		AF/I/R

SKILLS	**Essential**	**Desirable**	**Evidenced**
To be motivated and enthusiastic.	✓		AF/I/R
To relate well to children and share their interests and enthusiasms.	✓		AF/T/I/R
To relate well to adults and have good interpersonal skills.	✓		I/R

To work constructively as part of a team.	✓		AF/I/R
To have sound written and oral communication skills.	✓		AF/T/R
To promote the school's aims and vision positively within and beyond the school community.	✓		AF/I/R
Competent in using computer systems including email, Microsoft Word and Excel.	✓		AF/T/R
Able to maintain confidentiality.	✓		AF/R
Able to maintain resources effectively.	✓		I
Able to provide an environment that delivers quality care and supports wellbeing.	✓		AF/I/R

PERSONAL QUALITIES	**Essential**	**Desirable**	**Evidenced**
To be self-critical and reflective.	✓		AF/I
To maintain the highest standards of professionalism.	✓		AF/I
To demonstrate high expectations of yourself, other staff and all children.	✓		AF/I/R
To be approachable and caring to both children and staff.	✓		AF/I/R
To develop effective relationships with parents/carers.	✓		AF/I/R
To respond creatively and positively to new challenges and change.	✓		I/R
To be self-motivated and to take the initiative and being prepared to ask for advice or help when necessary.	✓		I/R
To effectively and efficiently manage personal time.	✓		I/R
To be hardworking, committed and dedicated, demonstrating a commitment to going 'above and beyond'.	✓		AF/I/R

SAFEGUARDING	**Essential**	**Desirable**	**Evidenced**
To be committed to the school's policies on safeguarding children and equal opportunities.	✓		AF/I/R
The ability to work in a way that promotes the safety and wellbeing of all children.	✓		AF/I/R
Two fully supported references.	✓		AF/R
Satisfactory Enhanced DBS.	✓		D

Code	
AF	Application Form
C	Certificates
T	Task
I	Interview
R	References

D	Disclosure

CV's will **NOT** be accepted. Issues arising from references will be taken up at interview. All appointments are subject to satisfactory references and a satisfactory enhanced DBS check.