

# Person Specification

## Essential Criteria

- A positive, caring and child-centred approach
  - Excellent attendance and punctuality
  - Strong organisational and leadership skills
  - Ability to manage and prioritise a varied workload
  - Excellent communication and interpersonal skills
  - Proactive, self-motivated and able to use initiative
  - Calm, approachable manner with a good sense of humour
  - Commitment to safeguarding and promoting the welfare of children
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## Desirable Criteria

- HLTA status or relevant Level 4 qualification (or willingness to work towards)
- Experience of leading play-based or outdoor learning provision (e.g. OPAL)
- Experience of managing wraparound care, clubs or extended school provision
- Experience of staff supervision or leadership
- Knowledge of health & safety and safeguarding in extended provision
- Experience of working with primary-aged children across a range of ages
- OPAL training or willingness to undertake training