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**PERSON SPECIFICATION**

**Extended Services Supervisor**

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|  | **Essential** | **Desirable** |
| **Qualifications and**  **Training:** | * NVQ Level 3 or higher equivalent childcare qualification. * Paediatric First Aid. * Safeguarding Training. | * Level 2 Award in Food Safety in Catering. |
| **Experience:** | * At least 2 years of experience working with children in an educational or childcare setting. * Supervisory experience working with children in an educational or childcare setting. * Experience of planning activities. * Experience of undertaking administrative tasks. | * Experience of planning and evaluating activities. |
| **Knowledge and Skills:** | * The experience and ability to deal positively with children. * The ability to manage behaviour effectively. * The ability to recognise and deal with emergency situations. * Up to date knowledge and understanding of childcare practice. * The ability to plan and co-ordinate stimulating activities across a wide age range. * Knowledge of safeguarding within a childcare setting. * The ability to make effective use of ICT (e.g. Word, Excel) | * Stock management and resource auditing. |
| **Personal**  **Qualities &**  **Attributes:** | * To have empathy with, and a sound understanding of, the Christian faith ethos, values and vision that underpin the school. * The ability to establish and develop positive relationships throughout the school. * The ability to think strategically. * The ability to work positively and sensitively with pupils and parents. * The ability and motivation to constantly improve own practice and knowledge through self-evaluation and learning from others. * The ability to be flexible and positive. * To be loyal and committed to the school. | * Ambition. * A sense of humour and an ability to keep things in perspective. * The ability to support and motivate colleagues. |