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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.
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| **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.
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| **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.
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| **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.
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