



## Person Specification

### Extended Schools Leader – Level 3, Grade 6 (SCP 8-11)

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>➤ Good standard level of education and ability to demonstrate basic English, Maths and communication skills</li> <li>➤ 5 GCSE's (or equivalent), including Maths and English</li> <li>➤ Level 3 Certificate/Diploma in Playwork (or equivalent)</li> <li>➤ Knowledge of basic food handling</li> <li>➤ Food Safety Certificate, or willingness and ability to train and pass</li> <li>➤ First Aid Qualification, or willingness and ability to train and pass</li> </ul>	
<b>Special conditions</b>	<ul style="list-style-type: none"> <li>➤</li> </ul>	<ul style="list-style-type: none"> <li>➤</li> </ul>
<b>Work or relevant experience</b>	<ul style="list-style-type: none"> <li>➤ At least 4 - 5 years relevant experience working with children in an educational setting</li> <li>➤ Ability to plan and organise effectively</li> </ul>	
<b>Knowledge and understanding</b>	<ul style="list-style-type: none"> <li>➤ Encouraging fair and caring behaviour among the children</li> </ul>	



	<ul style="list-style-type: none"><li>➤ Encouraging independence and self-esteem</li><li>➤ Planning activities with children</li><li>➤ Awareness of health and safety procedures</li><li>➤ Awareness of child protection procedures</li></ul>	
<b>Skills and Abilities (relevant to post)</b>	<ul style="list-style-type: none"><li>➤ Good communication skills and the ability to relate well to children, staff and parents</li><li>➤ Evidence of working well as part of a team</li><li>➤ Ability to maintain accurate records</li><li>➤ Good organisational skills</li></ul>	
<b>Personal Qualities</b>	<ul style="list-style-type: none"><li>➤ Ability to bring to the role, initiative, enthusiasm and commitment</li><li>➤ Flexibility and reliability</li><li>➤ Creativity</li><li>➤ Good listening skills</li><li>➤ Willingness to develop skills with further training</li></ul>	