



## PERSON SPECIFICATION

<b>JOB TITLE</b>	Wraparound Care Manager
<b>SECTION</b>	Preparatory School
<b>LINE MANAGER</b>	Head of Administration & Operations
<b>RESPONSIBLE TO</b>	Head of the Preparatory School
<b>CONTRACT TYPE</b>	Permanent, Part-Time
<b>HOURS</b>	14:00 – 18:00, Monday to Friday (term time only) – c.37 weeks per year.

The successful candidate will be required to fulfil all duties as outlined in the job description. In addition to this, the candidate should possess the following competencies which are essential to this position:

CRITERIA	ESSENTIAL	DESIRABLE
<b>QUALIFICATIONS:</b>		
Level 3 qualification in Childcare, Education, or a related field (or equivalent experience)	√	
Paediatric First Aid qualification (training can be provided)		√
Safeguarding / Child Protection training (Level 2 or above)	√	
<b>EXPERIENCE:</b>		
Proven experience of working with children aged 4 to 11 years	√	
Experience of leading, managing or supervising a team	√	
Experience of rota planning or workforce scheduling		√
Experience working in an independent school environment		√
Experience in a customer-facing or parent-facing professional role	√	
Experience designing and delivering activities for children		√
<b>KNOWLEDGE:</b>		
Thorough understanding of safeguarding, statutory guidance and best practice	√	
Knowledge of health and safety requirements relevant to childcare settings	√	
Understanding of child development across the primary age range	√	
Knowledge of basic food hygiene requirements	√	
Awareness of the independent school context and its expectations	√	
Familiarity with EYFS and KS1/KS2 frameworks		√
<b>SKILLS:</b>		
Immaculate professional presentation and personal appearance at all times	√	
Exceptional interpersonal and communication skills, written and verbal	√	
Natural warmth, confidence and authority in dealing with children, parents and colleagues	√	
Strong organisational and planning skills, including rota and resource management	√	

Forest School is committed to safeguarding and promoting the welfare of children. Appointment to this position requires an enhanced DBS disclosure.

Ability to manage and motivate a team effectively and with care	√	
Calm and effective approach to managing behaviour and resolving difficulties	√	
Ability to work under pressure and exercise sound professional judgement	√	
Ability to maintain confidentiality at all times	√	
Ability to promote the school positively and professionally to families and visitors	√	
<b>PERSONAL QUALITIES:</b>		
Genuine commitment to the protection and safeguarding of children	√	
High standards of personal conduct and professional integrity	√	
Proactive, self-motivated and solutions-focused approach	√	
Flexibility and willingness to adapt to the needs of the school	√	
Commitment to ongoing professional development	√	
Team player who builds positive relationships across the school community	√	
Genuine enthusiasm for working with young children and making their day exceptional	√	

Forest School is committed to safeguarding and promoting the welfare of children. Appointment to this position requires an enhanced DBS disclosure.