



**JOHN RANKIN
SCHOOLS**

PERSON SPECIFICATION

Wrap Around Care Co-ordinator

Qualifications, training and education

- NVQ Level 2 or equivalent in English and Maths.
- NVQ Level 3 / CACHE Level 3 Certificate or equivalent is desirable.
- Paediatric first aid qualification is desirable.

Skills and abilities

Pastoral and inclusion

- Experience of working with school-aged children, including children of Nursery age.
- Knowledge of the Early Years Foundation Stage profile.
- Ability to support children's wellbeing, safety and development in a caring and nurturing environment.
- Caring, patient and positive approach, with sensitivity to pupils' needs.

Behaviour management

- Ability to apply positive behaviour management strategies.
- Ability to remain calm under pressure and respond appropriately to situations.

Communication

- Clear written and verbal communication skills.
- Ability to build positive relationships with colleagues, parents, carers and children.

Organisation and planning

- Organisational skills with the ability to prioritise workload.
- Ability to manage time effectively and maintain appropriate records.

Technical skills

- Competence in the use of computer systems, including email and Microsoft Office applications.

Maiden Erlegh Trust is an Ethical Leadership Pathfinder organisation and we are committed to safeguarding, equality and promoting the welfare of children and young people. We are also committed to having the highest expectations of pupil/students and staff and supporting everyone to reach their full potential. All employees of the school and Trust are expected to share these commitments. Employment with the Trust constitutes regulated activity, all posts require satisfactory employment checks and references and a satisfactory enhanced Disclosure and Barring Service check. All Leadership roles will require a Section 128 check.



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Personal qualities

- Reliable, tactful and able to maintain confidentiality.
- Flexible, adaptable and able to respond to changing priorities.
- Ability to work effectively both independently and as part of a team.
- Proactive approach with the ability to use initiative.
- Attention to detail.
- Commitment to ongoing personal development.
- Enjoyment of working with children and young people.
- Strong sense of responsibility and ownership.

Requirements specific to the role

- All staff and volunteers are expected to be committed to safeguarding, equality and promoting the welfare of children and young people.
- To ensure awareness of local safeguarding policies and procedures and to report any concerns or information received as required.
- Suitability to work with children.
- Enhanced DBS with Children's Barred List required.
- Ability to provide first aid as required and in line with training provided.
- Ability to provide intimate care for children as required and in line with training provided.

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