

**Person Specification – Wrap Around Care Manager**

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| Essential qualifications, knowledge and skills | Essential personal attributes | Desirable knowledge and skills |
| Minimum 3 years’ experience of working with children ages nursery to year 6  GCSE qualifications or equivalent in Maths and English at grade C or above  NVQ level 3 or above in play work or a relevant equivalent  Excellent organisation and administrative skills  Good knowledge and understanding of play and how to create opportunities for a wide range of ages and interests  Relevant supervisory experience managing staff, students or volunteers  Ability to deliver quality play services  Competent in the use of basic IT and Microsoft office skills, word and excel | Ability to build professional standards and relationships  Ability to ensure a safe environment  Dedicated to continuous professional development and learning  Reliable and flexible approach to work  Good verbal and written communication skills  Ability to ensure policies and procedures are carried out | NVQ level 3 or above in play work or a relevant equivalent  First aid certificate  Food hygiene qualification  Previous experience of using systems for cashless processing  Understanding of the Early Years Framework (EYFS) |