

**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 6GCSE qualifications or equivalent in Maths and English at grade C or aboveNVQ level 3 or above in play work or a relevant equivalentExcellent organisation and administrative skillsGood knowledge and understanding of play and how to create opportunities for a wide range of ages and interestsRelevant supervisory experience managing staff, students or volunteersAbility to deliver quality play servicesCompetent in the use of basic IT and Microsoft office skills, word and excel | Ability to build professional standards and relationshipsAbility to ensure a safe environmentDedicated to continuous professional development and learningReliable and flexible approach to workGood verbal and written communication skillsAbility to ensure policies and procedures are carried out | NVQ level 3 or above in play work or a relevant equivalentFirst aid certificateFood hygiene qualificationPrevious experience of using systems for cashless processingUnderstanding of the Early Years Framework (EYFS) |