

BOURNE WESTFIELD PRIMARY ACADEMY
Person Specification – Wraparound Care Assistant

	Essential	Desirable
Education and Training	Good basic education to GCSE level in English and Maths, or the equivalent NVQ Level 3, Certificate or Diploma in Childcare/Education or equivalent qualification based on Government Early Years Qualification List	Completion of other relevant courses Paediatric First Aid Certificate Food Hygiene Level 2 Qualification Commitment to own further professional development
Experience	Experience of: <ul style="list-style-type: none"> • Working in a school or care-provider environment (school, nursery, care home etc) 	In addition, experience of: <ul style="list-style-type: none"> • Working with children with a range of additional needs. •
Knowledge and Understanding	A knowledge and understanding of: <ul style="list-style-type: none"> • The needs of young children; 	In addition: <ul style="list-style-type: none"> • Understanding issues of confidentiality and safeguarding for children • Understanding and knowledge of inclusion and equal opportunities • Knowledge of healthy eating and food standards in school • Understanding and knowledge of health and safety
Skills	The ability to: <ul style="list-style-type: none"> • An energy and interest in working with children • Good interpersonal skills • Good oral communication skills • Ability to form positive and appropriate relationships with children, colleagues and parents. • 	In addition, the ability to: <ul style="list-style-type: none"> • Good behaviour management skills and strategies
Personal Characteristics	<ul style="list-style-type: none"> • Calmness and empathy • Confidentiality • Punctuality, flexibility, reliability and trustworthiness • Enthusiasm • Good organisational skills and initiative 	
Specific Requirements	<ul style="list-style-type: none"> • Ability to act as an ambassador for the school • To be able to work collaboratively as part of a team to plan and deliver engaging activities for children • To be motivated, personally organised and able to work flexibly • To be enthusiastic, creative and have a sense of humour 	