

ROCHDALE BOROUGH COUNCIL
PERSON SPECIFICATION

Extended Schools Coordinator

Grade 7 Points 25-29

Note to Applicants

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

- The *Essential* Criteria are for the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.
- The *Desirable* Criteria are used to help decide between candidates who meet **ALL** the Essential Criteria.
- The *How Identified* column shows how the Council will obtain the necessary information about you.
- If the How Identified column says the Application Form next to an Essential Criteria or a Desirable Criteria, you **MUST** include in your application enough information to show **how** you meet this criteria. You should include examples from your paid or voluntary work.

ATTRIBUTES	ESSENTIAL	HOW IDENTIFIED	DESIRABLE	HOW IDENTIFIED
QUALIFICATIONS AND EXPERIENCE	<ul style="list-style-type: none"> • To possess or be willing to work towards GCSE English and Mathematics at Grade A*- C or a Level 2 qualification in Literacy and Numeracy. • To possess or be willing to work towards a Level 3 certificate in youth work, teaching assistance, childcare or play work. • Possess or be willing to work towards Basic Food Hygiene • Full Paediatric first aid qualification. 	Application Form/Checking of Certificates		
SKILLS AND KNOWLEDGE	<ul style="list-style-type: none"> • Experience of working with young people in an organised setting • Experience planning and implementing a range of educational and leisure activities for children of different ages and abilities. • Experience managing a team. • Experience of managing a budget. • Experience of establishing and maintaining effective record keeping 	Application Form/Interview		

<p>SKILLS AND KNOWLEDGE</p>	<p>systems, including confidential and sensitive information.</p> <ul style="list-style-type: none"> • Experience of effectively using ICT technology to advance learning, e.g: computer, photocopier, interactive whiteboard. • Full working knowledge of relevant policies/codes of practice/legislation • Sound interpersonal skills to build and maintain effective working relationships. • The ability to present and liaise with other professionals and external agencies • Ability to empathise, influence, motivate and engage effectively with parents, carers, children and young people. • Initiative and creativity to develop a range of activities that are relevant to and meet children’s needs. • Effective organisational skills to prioritise work, meet deadlines and handle conflicting priorities. • Ability to keep accurate records and undertake administration. • Ability to promote a positive ethos, and act as a role model. • Knowledge of principles of child and independent living skills • Knowledge of safeguarding/ child protection procedures when working with children. • Sound knowledge of health and safety and the ability to risk assess and develop practises to mitigate risks. 	<p>Application Form/Interview</p>		
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<p>SPECIAL WORKING CONDITIONS</p>	<ul style="list-style-type: none"> • Motivated and keen to develop own knowledge and practice by participating in professional reviews and continuing personal development activities. • Committed to working within the schools policies and procedures and adhering to safe working practices. • Flexible in approach and able to meet the changing demands of the role. • Ability to work flexible hours including school holidays, evenings and occasional weekends. • The ability to converse at ease with customers and service users and provide advice in accurate spoken English. 	<p>Application Form</p>		
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