Wraparound Coordinator Person Specification		
Criteria	**Essential**	**Desirable**
Qualifications & Training	GCSE/O Level/CSE Grade 1 (or equivalent) in English & Maths • NVQ Level 3 in Early Years or equivalent • Knowledge of Child Protection, Health & Safety, Food Hygiene procedures • Current First Aid Certificate	Additional childcare, safeguarding, SEND or play work training • Food Hygiene or Paediatric First Aid beyond basic requirements
Experience	Experience working with and caring for children aged 2–11 • Experience meeting individual children's needs • Previous relevant experience in childcare/education • Experience supporting safe, creative play	• Experience supervising or organising other staff • Experience communicating with parents/carers
Skills and Abilities	Ability to plan, prepare & lead appropriate play activities • Strong communication, listening, persuasion & negotiation skills Ability to use initiative and work independently • Ability to lead/participate in safe, creative play	Strong organisational skills in managing resources, equipment & materials
Knowledge and understanding	• Understanding of good quality childcare practice • Knowledge of safeguarding procedures & commitment to child protection • Understanding of confidentiality requirements • Understanding of Health & Safety responsibilities	

	• Awareness of the Children's Act and relevant standards	
Personal Qualities	Strong commitment to safeguarding • Values and respects children's views and needs • Reliable, responsible and professional • Warm, approachable; able to build positive relationships • Calm, patient and sensitive in approach • Flexible and adaptable	