



Pope Paul Catholic Primary School

Baker Street, Potters Bar, Hertfordshire, EN6 2ES~ T: 01707 659755 E: admin@popepaul.herts.sch.uk

Headteacher: Mrs Siobhan King

PERSON SPECIFICATION

WRAPAROUND CARE ASSISTANT

	Essential	Desirable
Skills , Knowledge & Experience	Enthusiasm for working with children. An interest in the care, learning and development of children. A commitment to the provision of high quality childcare. A positive approach to learning and gaining new skills through teamwork and training opportunities.	Previous experience of working with children.
Personal Qualities	Good organisational, record keeping and planning skills. Punctuality Excellent communication skills, with children, colleagues, advisors and parents/carers. Patience. Reliability and trustworthiness. A positive approach to inclusive practice, with children and colleagues.	Ability to work on own initiative and as part of a team.
Qualifications	A positive approach to completing relevant short courses and qualifications.	Completion of a recognised Childcare qualification Completion of Safeguarding Awareness course.



All Saints Catholic Academy Trust Company Number: 7943555

Registered Office: The Office Suite, 96 The Crescent, Abbots Langley, Herts, WD5 0DS

	Some understanding of the importance of Health & Safety and Food Hygiene in the workplace.	Health & Safety certificate. First Aid certificate. Completion of other relevant courses.
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Safeguarding Statement

All Saints Catholic Academy Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults, and expects all staff and volunteers to understand and share this commitment. The successful applicant will be subject to an enhanced DBS check, at least two satisfactory references must be provided, and any other safeguarding checks that are required at the time of appointment will be applied to the pre-employment process. All offers of employment are conditional and subject to safeguarding checks being met successfully. The Trust reserves the right to withdraw an offer of employment should it deem preemployment checks as unsatisfactory. Following the shortlisting stage, and prior to making a final decision, the Trust/School will collect and process information publicly available about you by conducting a brief online search using an internet search engine. We do this to ensure that the school acts in accordance with its obligations set out in the latest version of KCSiE. By signing the application form I understand that I am giving my consent for the Trust/School to carry out an online search if I am shortlisted for this post. The search would be part of the Trust/School's due diligence in line with the latest KCSiE guidance and would be limited to identifying any incidents or issues that have happened and are publicly available online. I understand that the Trust/School might want to explore any such incidents or issues with me at interview.