**Child Care Officer - PERSON SPECIFICATION**

**POSITION:** Child Care Officer

**GRADE:** Scale 5, Spine Point 8-11

## **EXPERIENCE**

1. Proven record working with/caring for people with special needs.
2. Ability and proven record working with/caring for children and young people
3. Working in a residential setting, is not essential but desirable.

## **SKILLS, KNOWLEDGE ABILITIES**

1. Relevant legislations is essential ( a willingness to learn about legislation)
2. The ability to work flexibly and sensitively with staff from a wide variety of disciplines and to work independently.
3. The ability to administer medication, including legislation relating to administration of medication.
4. First Aider, is desirable.
5. ICT skills using Word/Excel are essential. Proving working knowledge of using a behaviour management system is desirable.
6. Willingness to drive a small 9 seater mini bus with a current car driving license along with flexibility and willingness to use own car to transport students is essential.
7. Driving licence qualifications to drive a D1 mini bus is desirable.
8. Strong, clear communication skills both orally and in writing.

## **QUALIFICATIONS**

1. NVQ Level 3 in Childcare/Young Persons is strongly desirable or equivalent.

12. Additional qualification in special educational needs/emotional and behavioural difficulties (desirable).

## **APTITUDES – Essential**

1. Personal impact and presence is essential within this role.
2. Ability to work shift work incorporating two day shifts during Monday to Friday (7.30am to 3.30pm) and three evening shifts Monday to Thursday (2.30pm to 10.45pm).

14. Adaptability to changing circumstances and new ideas

15. Energy, vigour and perseverance.

16. Enthusiasm.

17. Reliability and integrity

18. Commitment

19. Empathy.