



Person Specification			
Post title	Quality Assurance Officer (Out of Schools Hours sector)	Grade / Salary	J / £34,834 - £36,648 per annum

To be successful in this role you will need to demonstrate how you meet the criteria below at application & interview stage.

Shortlisting Number	Criteria	Method of assessment
Skills, knowledge, experience		
S1	Experience of working within an Early Years and childcare LA or PVI setting or Out of School provision	CV/SS/I
S2	Understanding of current legislation and of relevant key local/national policies including those relevant to vulnerable children relating to wraparound provision.	CV/SS/I
S3	Working knowledge of Ofsted requirements and quality frameworks for wraparound childcare.	CV/SS/I
S4	Working knowledge of SEND Code of Practice, Equality Act and the Children and Families Act.	CV/SS/I
S5	Ability to positively support and challenge the sector to secure quality improvements	CV/SS/I
S6	An ability to relate to a wide range of agencies and individual to improve outcomes	CV/SS/I
S7	Experience and understanding of Safeguarding policies and procedures	CV/SS/I
S8	Ability to observe practice and produce action plans	CV/SS/I
S9	Knowledge of IT systems and packages	CV/SS/I
S10	Good time management skills	CV/SS/I
S11	The ability to support the broad range of settings delivering out of school and wraparound care	CV/SS/I
Personal attributes and circumstances		
P1	You must adhere to the "Knowsley Better Together" staff qualities; Integrity, Accountability, Communication and Respect	I
P2	Have a demonstrable understanding of equality and diversity issues and the ability to demonstrate good practice in this respect	CV/SS/I

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P3	A flexible approach to working including ability to work core hours 8am - 8pm Monday- Saturday for which appropriate time off in lieu can be accrued (and be flexible about work outside these hours depending upon service activity)	CV/SS/I
Communication		
C1	Excellent written and verbal communication and an ability to communicate at all levels	CV/SS/I
C2	Ability to inspire, influence and motivate all stakeholders	CV/SS/I
C3	Ability to keep confidential information	CV/SS/I
Qualifications		
Q1	Relevant Childcare qualification at Graduate Level, (with or working towards EYT status desirable) or equivalent experience	C
Q2	Evidence of continuing professional development	CV/SS/C

CV = Curriculum Vitae / Supporting Statement **C** = Certificate **E** = Exercise **I** = Interview **P** = Presentation **AC** = Assessment Centre **T** = Test

Where the post involves working with children, in addition to a candidate's ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- **Motivation to work with children and young people.**
- **Ability to form and maintain appropriate relationships and personal boundaries with children and young people.**
- **Emotional resilience in working with challenging behaviours.**
- **Attitudes to use of authority and maintaining discipline**

We have a positive attitude to the employment of disabled people and guarantee an interview to those who meet **all** the necessary criteria of the person specification.

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