



## Person Specification

**Job Title: Primary School Co-ordinator**

### Experience:

- a. Direct on-going work with children and/or young people (employed or voluntary) E
- b. Organisational experience E
- c. Experience of life in education – beyond own as a scholar D

### Skills:

- a. Ability to relate to, and understand, the culture of children. (up to 11 years old) E
- b. Willing and able to work alongside other professionals and volunteers E
- c. Ability to organise own workload and to work on own initiative E
- d. Good written and verbal communication skills E
- e. Social skills in formal and informal settings E
- f. ICT proficient E
- g. Ability to keep up to-date and accurate records E

### Qualifications:

- a. Reasonable educational competence, to an equivalent of A-level E
- b. Relevant further educational qualifications D
- c. Youth / child related training received D

### Knowledge:

- a. Understand emotional and developmental needs of the ELFS,KS1 andKS2 child D
- b. Be aware of Child Protection requirements before taking up post E

### Circumstances:

- a. Live within the local area or have a good knowledge of Calderdale E
- b. Current driving licence E
- c. Car available for work purposes E
- d. Willingness to work flexible hours including occasional week-ends and evenings E

### Values:

- a. A Christian and in agreement with CICS' Ethos and Statement of Faith E
- b. A desire to put the interests of the child / young person as a priority E
- c. Be passionate about the Spiritual development of children E

**E = Essential D = Desirable**

There is a Genuine Occupational Requirement that the holder of this post should be a practising Christian, in accordance with the Equality Act 2010.