**Person Specification**

**Support Staff**

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|  | **Essential** | **Desirable** |
| **Qualifications** | Good basic education to GCSE standard or equivalent (GCSE grade C or equivalent in Maths and English)Entitled to live and work in UK | First Aid qualification |
| **Relevant experience** | Working in a busy environment | Working within education |
| **Knowledge and understanding** | Good knowledge of and confident using MS Word and ExcelUnderstanding of relevant equal opportunities, health and safety and safeguarding guidance and legislation, and with commitment to keeping up to date with legislative changes affecting schools Knowledge of the regulations around safeguarding and how to address any issues that might arise Knowledge of good practice guidelines to form and maintain appropriate relationships and personal boundaries with children and young people Be able to demonstrate emotional resilience in working with children and colleagues | Experience of MS office programs with an aptitude for new IT applications |
| **Skills and aptitudes** | Ability to contribute to the School vision and maintain the positive and caring school ethosExcellent organisational and time management skills Work effectively and efficiently under pressureCommunicate clearly, accurately and helpfully with staff, children, parents, visitorsAbility to develop positive working relationships with students, parents, staff, Governors and local community where appropriateAbility to take personal initiatives in liaison work within a team of teaching and non-teaching staffAbility to listen and respond to others Ability to recognise the confidentiality of some kinds of informationIs approachable, but able to set appropriate personal and professional boundaries Proven ability to meet deadlines and be punctual Is trustworthy, caring and kind Is creative, flexible and open to new ideas Ability to keep calm and focussed in pressurised situations | Ability to report to and work with other stakeholders such as Governors, the LA and other external advisors or agencies Ability to manage change, involving and consulting students, parents, staff, Governors and others |
| **Other** | Enhanced DBS clearance |  |