**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 Excel  Understanding 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 ethos  Excellent organisational and time management skills  Work effectively and efficiently under pressure  Communicate clearly, accurately and helpfully with staff, children, parents, visitors  Ability to develop positive working relationships with students, parents, staff, Governors and local community where appropriate  Ability to take personal initiatives in liaison work within a team of teaching and non-teaching staff  Ability to listen and respond to others  Ability to recognise the confidentiality of some kinds of information  Is 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 |  |