Person Specification

This table lists the essential and desirable requirements needed in order to perform the job effectively.

Candidates will be shortlisted based on the extent to which they meet these requirements.

Essential: Requirements without which the job could not be done.

Desirable: Requirements that would enable the candidate to perform the job well.

Evidence: A = Application Form, **I** = Interview, **R** = Reference.

	Essential	Desirable	Evidence
Qualifications and Professional Development			
Previously worked in a school office		X	A
GCSE or equivalent in English and Maths	X		A
Basic levels of IT and keyboard skills	X		A
Appropriate level of data protection, security and confidentiality awareness	X		I
Experience			
Working as part of a team to achieve objectives		X	A
Professional Knowledge and Understanding			
Ability to deal in a calm and confident manner with behavioural issues	X		A / I / R
Ability to work with children from a wide range of social and cultural backgrounds.	X		A / I
Personal Skills and Attributes			
Excellent customer facing skills	X		A / I / R
Able to maintain confidentiality at all times about school issues, within school and in the wider community.	X		I
Ability to deal effectively with minor accidents and injuries	X	X	A
Excellent communication skills and an ability to deal positively with people	X		A / I
The ability to work on own or as part of a team	X		A
The ability to meet deadlines	X		A / I / R
The ability to travel to schools across the hub as and when required		X	A

Other			
A willingness to promote the ethos of the school	**X**		**I**
Commitment to the School's Equal Opportunities Policy and Acceptance	**X**		**I**