

## **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         | Α        |
| GCSE or equivalent in English and Maths  | X         |           | Α        |
| Basic levels of IT and keyboard skills   | X         |           | Α        |
| Appropriate level of data protection, security and confidentiality awareness                                 | X         |           | I        |
| Experience   |           |           |          |
| Working as part of a team to achieve objectives  |           | X         | Α        |
| 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         | Α        |
| 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         |           | Α        |
| The ability to meet deadlines  | X         |           | A/I/R    |
| The ability to travel to schools across the hub as and when required   |           | X         | Α        |

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