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|  | **Essential** | **Desirable** |
| **Qualifications, and Training** | * GCSE’s A\*-C / 9-4 or equivalent (including English Language and Mathematics). |  |
| **Experience, Knowledge and Understanding** | * A good level of competency in IT systems including Microsoft Office. |  |
| **Skills and Abilities** | * Ability to work with a wide range of people. * Ability to work as part of a proactive team as well as on your own initiative. * Ability to stay calm and controlled under pressure. * Good organisational skills. |  |
| **Personal Qualities and Attributes** | * A commitment to the values and vision of Maltby Learning Trust. * Ability to form and maintain appropriate relationships and personal boundaries with young people. * Ability to communicate effectively and concisely both in verbal and written form. |  |
| **Commitment To** | * Commitment to Professional development and willingness to attend training courses. * Commitment to diversity and equality of opportunity in all working practices. |  |
| **Attendance** | * A good attendance record in current employment, (not including absences due to disability). |  |