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|  | **Essential** | **Desirable** |
| **Qualifications, and Training** | * GCSE’s A\*-C / 9-4 or equivalent (including English Language and Mathematics).
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| **Experience, Knowledge and Understanding** | * A good level of competency in IT systems including Microsoft Office.
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| **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.
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| **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.
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| **Commitment To** | * Commitment to Professional development and willingness to attend training courses.
* Commitment to diversity and equality of opportunity in all working practices.
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| **Attendance** | * A good attendance record in current employment, (not including absences due to disability).
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