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|  | **Essential** | **Desirable** | **Measured by** |
| Qualifications/**Training** | * Educated to GCSE Standard at Grade A\* – C for a minimum of 5 GCSEs including Mathematics and English, or equivalent qualifications.
* Willingness to undertake any further training relevant to the role
 | * Further professional qualifications
* Evidence of related training
 | A/Q |
| Knowledge and Experience | * Experience of working with children/young people
* Full working knowledge of relevant policies/codes of practice
* Committed to Safeguarding and promoting the welfare of children and young people
* Collaborative working within a team
* Efficient administration and good organisation
* Experience in providing a high level of customer services
 | * Experience of working within a School environment
* SIMS.NET
 | A/I |
| **Skills** | * High standard of interpersonal and oral/written communication skills.
* Effective use of ICT to promote, support and enhance teaching and learning
* Well-developed interpersonal skills to be able to relate well to a wide range of people.
* Good communication skills
* Ability to work in a challenging environment
* Ability to produce accurate work to tight deadlines
* Excellent communication skills and the ability to relate to a wide range of people and adapt approach as appropriate
* Ability to work flexibly across departments to support colleagues in order to meet whole school requirements
* Organised approach to work in relation to professional standards and competencies
* Flexible approach to changing work tasks and prioritising to specific needs
* Ability to demonstrate commitment to Equal Opportunities and customer service practices in the context of service delivery
* Ability to maintain confidentiality at all times
 | * Good ICT skills for learning and administrative requirements.
 | A/IA/II |
| **Person Characteristics** | * Excellent attendance and punctuality
* An enthusiastic approach to working with students
* Confidence to manage and supervise effectively whole classes
* Ability to work flexibly and respond to developing needs
* Reliability and integrity
* Positive and optimistic
* Humour and resilience
 |  | IA/I |

Measured by Key: A: Application form/letter Q: Qualification Check I: Interview