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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/I  A/I  I |
| **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 |  | I  A/I |

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