

BEHAVIOUR SUPPORT OFFICER - PERSON SPECIFICATION

	Essential	Desirable
Education and qualifications	Education to GCSE standard with a minimum of 5 passes at GCSE (A* - C including English and maths or equivalent qualifications).	Relevant advanced (Level 3) vocational qualifications (NVQ, BTEC, 'A' Levels) Higher education qualification
Experience	Experience of working with young people Experience of administration	Experience in a school environment Experience of mentoring young people
ICT skills	Ability to use computers, competent in using Microsoft Word.	Some experience in Microsoft Excel and Google Suite Knowledge of SIMS
Personal qualities	Well organised and capable of showing attention to detail Good interpersonal skills Able to work under pressure Able to work as part of a team A commitment to quality and continuous improvement	Full, clean driving licence
Communication skills	Able to communicate effectively verbally and in writing	
Development and training	Willingness to undertake first aid training Willingness to undertake further work-related training	Holds a first aid certificate Evidence of continuing professional development

All offers of employment are “conditional” until Disclosure and Barring and qualification checks have been successfully completed and satisfactory references have been received.

Redborne is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.