

August 2024

## Essential

- excellent communication skills
- excellent organisational skills
- confident user of ICT
- ability to work as part of a team and to adapt to changes in the work place
- demonstrate he/she positively promotes the welfare and safety of children
- clear indication he/she is suitable to work with children
- clear indication that confidentiality is understood as a key part of the role.
- able to work flexibly to meet the needs of the children within the School
- able to communicate effectively
- able to build effective, friendly professional working relationships with others
- good attendance, health and punctuality

## Desirable

- working knowledge of SIMS
- experience of working in a Primary School environment

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent spoken English is an essential requirement for this role