

CURRICULUM SUPPORT ASSISTANTS - 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 in a school environment Experience of working with young people Experience of administration Experience of leading a group of young people (e.g. as a sports coach or in a youth group)
ICT Skills	Ability to use computers, competent in using Microsoft Word	Some experience in Microsoft Excel
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	
Communication Skills	Able to communicate effectively verbally and in writing	Competence in communicating using ICT (e.g. Powerpoint presentations, digital photography)
Development and Training	Willingness to undertake first aid training Willingness to undertake further work-related training	Holds a First Aid certificate Evidence of existing 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.