

## CURRICULUM SUPPORT ASSISTANTS - PERSON SPECIFICATION

	<b>Essential</b>	<b>Desirable</b>
<b>Education and qualifications</b>	<b>Education to GCSE standard with a minimum of 5 passes at GCSE (A* - C including English and Maths or equivalent qualifications).</b>	<b>Relevant advanced (Level 3) vocational qualifications (NVQ, BTec, 'A' Levels)</b>  <b>Higher Education qualification</b>
<b>Experience</b>		<b>Experience in a school environment</b> <b>Experience of working with young people</b> <b>Experience of administration</b> <b>Experience of leading a group of young people (e.g. as a sports coach or in a youth group)</b>
<b>ICT Skills</b>	<b>Ability to use computers, competent in using Microsoft Word</b>	<b>Some experience in Microsoft Excel</b>
<b>Personal Qualities</b>	<b>Well organised and capable of showing attention to detail</b> <b>Good interpersonal skills</b> <b>Able to work under pressure</b> <b>Able to work as part of a team</b> <b>A commitment to quality and continuous improvement</b>	
<b>Communication Skills</b>	<b>Able to communicate effectively verbally and in writing</b>	<b>Competence in communicating using ICT (e.g. Powerpoint presentations, digital photography)</b>
<b>Development and Training</b>	<b>Willingness to undertake first aid training</b> <b>Willingness to undertake further work-related training</b>	<b>Holds a First Aid certificate</b> <b>Evidence of existing professional development</b>

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.