



Listed below are the **personal attributes** required to fulfil the duties listed in the Job Description (MO3)

Special Requirements			
<ul style="list-style-type: none"> Excellent communication and personal skills with a willingness to engage with all stakeholders Awareness of own strengths and areas for development In consultation with and by the direction of the head teacher deploy people and resources efficiently and effectively i.e. timetables, deployment of TA's and supply staff Deputise for the head teacher in her absence Take a major role in the day to day running of the school attending daily and weekly meetings and leading them as required Ability to meet deadlines 	App/Int App/Int Int Int Int Int	<ul style="list-style-type: none"> Willingness to further develop the wider life of the school Experience that will complement the current school leadership team and skills of the Headteacher 	App/Int App/Int

Employee Specification Form – Guidance for Applicants

These notes should be studied carefully before completing the form overleaf.

List the personal attributes required to fulfil the duties listed in the job description.

They must be:

- set at a level appropriate to the work to be done and *not* higher than necessary
- stated clearly and specifically
- entirely job related

Essential or Desirable

Essential

Those requirements without which a candidate would be simply unable to do the job. *Any candidate who does not meet the essential requirements must be rejected.* Examples could be the possession of current driving licence or relevant qualification.

Desirable

Those requirements which are desirable, but not essential.

A candidate should not be rejected for failing to meet any single desirable requirement.

Examples for certain jobs could be local government experience or knowledge of new technology.

Personal Attributes

Qualifications

What qualifications, if any, should the postholder possess?
To what level

Experience

What experience, if any, is relevant?

Knowledge and Skills

Is there any knowledge (other than that covered by qualifications listed) or skills which are relevant? What should the postholder be able to do?

Do not list attributes which cannot be measured, eg “pleasant personality”, “flexible outlook”. Identify only what the postholder needs to do that requires him/her to be pleasant and flexible. Is it that the person needs to communicate effectively with callers (pleasant) or will need to work flexible hours (flexible).

Try to specify the levels of skills that are required, eg if numeracy is specified as a requirement, you should indicate the levels of skill, ie keeping records of petty cash or able to control and monitor substantial budgets.

Special Requirements

Are there any conditions of service which differ from the norm and with which the postholder must comply? eg live-in requirements, flexible working hours, weekend working.

Stage Identified

Indicate at which stage in the selection process the personal attribute is to be identified, eg application form (App), interview (Int), reference (Ref), lesson observation (LO)

Failure to state how you meet an essential requirement (if identified as Application stage) will result in you not being shortlisted for interview/the next stage.