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| **CATEGORY/ITEM** | **Essential** | **Desirable** | **Evidence** |
| **Experience**   * Experience in an educational setting, working directly with children and young people. * Experience in dealing with the complex needs of young people. * Familiarity with Microsoft Office software (Word, Excel, etc.) and with email and internet. * Experience of SIMS programs. * Drafting letters, reports, minutes of meetings, clearly, concisely and in appropriate styles. * Fact finding, research and report writing. | Y  Y  Y  Y  Y | Y | Application Form  Interview  References |
| **Personal Qualities**   * Proven interpersonal and communication skills to deal effectively with staff, pupils, parents, governors and outside agencies. * Calm, caring and supportive approach to children and adults. * Mature approach to emotionally demanding work * Proven self-motivation and ability to work on own initiative. * Positive, enthusiastic and energetic personality. * Have a flexible approach to working hours and content of work. * Willingness to accept responsibility. * Calmness in responding to emergencies and the unexpected. | Y  Y  Y  Y  Y  Y  Y  Y |  | Application Form  Interview  References |
| **Education and Training**   * Good standards of literacy and numeracy (GCSE / Level 2 or equivalent). * Commitment to undertake further training e.g. MAPA (Management of Actual or Potential Aggression), ICT, Health and Safety, Safeguarding courses. | Y  Y |  | Application Form  Interview  References |