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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.
 | YYYYY | 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.
 | YYYYYYYY |  | 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.
 | YY |  | Application Form Interview References |