



	Essential	Desirable
Experience	<ul style="list-style-type: none">• Experience in an educational setting, working directly with children and young people. (A)• Experience in dealing with the complex needs of young people. (A,I,R)• Familiarity with Microsoft Office software (Word, Excel, etc.) and with email and internet. (A, I)• Draft letters, reports, minutes of meetings, clearly, concisely and in appropriate styles. (A,I)• Fact finding, research and report writing. (A,I)	<ul style="list-style-type: none">• Experience of SIMS programs (A)
Personal Qualities	<ul style="list-style-type: none">• Proven interpersonal and communication skills to deal effectively with staff, pupils, parents, governor and outside agencies. (A,I,R)• Calm, caring and supportive approach to children and adults. (I)• Mature approach to emotionally demanding work. (A,I)• Proven self-motivation and ability to work on own initiative. (R)• Positive, enthusiastic and energetic personality. (A,I)• Have a flexible approach to working hours and content of work. (A,R)• Willingness to accept responsibility. (A,I)• Calmness in responding to emergencies and the unexpected. (A,I)	

<p>Education and Training</p>	<ul style="list-style-type: none"> • Good standards of literacy and numeracy (Level 3 or appropriate qualifications for the role). (A) • Qualified, within a minimum of 2 years' experience in similar role. (A) • Commitment to undertake further training e.g. MAPA (Management of Actual or Potential Aggression (ICT, Health and Safety, Safeguarding courses. (I) 	
<p>Skills/Aptitudes</p>	<ul style="list-style-type: none"> • Excellent all-round communication skills with adults and children and ability to demonstrate tact and sensitivity. (A, I) • Ability to identify need for action and act calmly in responding to emergencies and the unexpected. (A, I, R) • Proven ability to prioritise tasks, manage time effectively, work on own initiative and meet deadlines. (A,I,R) • Ability to work as part of a team and contribute to the overall success of the team. (A,I,R) • Ability to maintain confidentiality. (A,I,R) 	

A - Application

I - Interview

R - References