

Person Specification

	Essential (E) or Desirable (D)	Evidenced by:
Willing and able to obtain Enhanced DBS clearance/ for schools	E	Application / DBS check
Evidence of Right to Work in UK	E	Application and paperwork at interview
Educated to at least Level 2 (GCSE A* - C or equivalent) in English and Maths	E	Application and Certificates
Good working knowledge of Word and Excel and other office programs	E	Application and practical activity
Knowledge of BROMCOM (training will be provided)	D	Application and interview
Experience in a similar setting	E	Application and interview
Knowledge of AccessIt and Accelerated Reader programs	D	Application and interview
Good, accurate typing skills	E	Practical test
Experience of working in a secondary education setting or a similar role	D	Application and interview
Efficient, organised and attention to detail	E	Application and interview
Able to work in a flexible way and to manage workload to meet the requirements on a particular day	E	Interview and practical activity
Ability to keep calm and focussed in pressurised situations	E	Application and interview
Able to liaise and communicate confidently with staff at all levels	E	Application and interview
Able to follow instructions, learn quickly and take initiative within boundaries	E	Interview and practical test
Problem-solver with a 'can do' attitude	E	Application and interview
Strong 'customer service' ethic	E	Application and interview
Team player	E	Application and interview
Flexible	E	Application and interview
Willing to undertake relevant Safeguarding training and abide by school policy	E	Application and Interview
Representative of the school's ethos and core values	E	Application and interview