**Person Specification**

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|  | **Essential** | **Desirable** |
| **Qualifications and Experience** |  |  |
| GCSE English and Maths grade C or equivalent | **X** |  |
| Educated to A Level or equivalent |  | **X** |
| Experience of working with young people | **X** |  |
| Experience of data entry and extraction | **X** |  |
| Experience of working within an educational/multi agency setting |  | **X** |
| Ability to proficiently use computer software including word processing, spreadsheets and internet systems | **X** |  |
| Experience of working with young people with varying emotional needs |  | **X** |
| Experience of working with young people presenting challenging behaviour |  | **X** |
| **Knowledge and Skills** |  |  |
| Competent in the use of IT | **X** |  |
| Excellent communication skills and the ability to handle confidential issues sensitively | **X** |  |
| A knowledge and understanding of Safeguarding |  | **X** |
| Demonstrable ability to problem solve and focus on identifying and acting on solutions | **X** |  |
| Ability to contribute to the monitoring of, and intervention in, cases of unauthorised absence and poor punctuality | **X** |  |
| Ability to work collaboratively with colleagues at all levels | **X** |  |
| Demonstrable ability to prioritise & multitask | **X** |  |
| Ability to engage constructively with a wide range of young people, parents/carers, from different backgrounds | **X** |  |
| Commitment to safeguarding and promoting the welfare of children and young people | **X** |  |
| Knowledge and understanding of issues relating to young people | **X** |  |
| **Personal Qualities** |  |  |
| Able to work flexibly, adopt a hands-on approach and adapt to the needs and priorities of the academy | **X** |  |
| Work constructively as part of a team whilst being able to demonstrate initiative | **X** |  |
| Emotional resilience in working with challenging behaviours | **X** |  |
| Commitment to raising achievement and improving the educational experiences of all students | **X** |  |
| Ability to work confidentially and with discretion | **X** |  |
| Confident and friendly manner | **X** |  |
| Commitment to self-development and willingness to participate in CPD and undertake further specific training | **X** |  |