



RAINHILL HIGH SCHOOL

Person Specification

Criteria	E/D	A/I
<u>Qualifications</u>		
Good level of education to at least 5+ GCSEs at grade 4 – 9 (or equivalent)	E	A/I
Educated to A level standard (or equivalent)	E	A/I
Further relevant qualifications	D	A/I
Evidence of continuing professional development	E	A/I
<u>Knowledge and Experience</u>		
Knowledge and IT experience of using Microsoft Office including Word and Excel	E	A/I
Working with teenagers and young people	E	A/I
Liaising with a range of adults	E	A/I
Working in a busy office/educational environment	D	A/I
Knowledge and experience using SIMS.net	D	A/I
Ability to deal with confidential and sensitive information	E	A/I
An understanding of safeguarding policies and procedures	E	A/I
An understanding of confidentiality	E	A/I
A broad understanding of the role of Special Educational Needs provision in schools	D	A/I
<u>Skills and Abilities</u>		
Excellent time management and organisational skills	E	A/I
Excellent interpersonal communication, written and verbal skills	E	A/I
Excellent admin and organisational skills	E	A/I
Able to prioritise and meet deadlines	E	A/I
Can work well as part of a team and on an individual basis	E	A/I
The ability to multi-task in a demanding environment	E	A/I
High level of honesty and integrity	E	A/I
Excellent IT skills	E	A/I
Ability to look at issues from a parent/carer's perspective and a school perspective	D	A/I
Able to deal confidently and work productively with teenagers	E	A/I
Able to liaise with a range of adults professionally	E	A/I
Able to stay calm and professional, even under pressure	E	A/I
Flexibility	E	A/I
Decision making skills	D	A/I
<u>Commitment to Equal Opportunities</u>		
Ability to understand and demonstrate commitment to equality and diversity	E	A/I

E = Essential requirement of the role
D = Desirable requirement of the role
A = Assessed via the application form
I = Assessed at Interview