



Person Specification

Job Title: Academy Community Assistant

Qualifications	Essential	Desirable
5 GCSE's Grade A*-C including English and Maths	✓	
Knowledge		
Good knowledge of health and safety (including road safety)	✓	
Knowledge of safeguarding children	✓	
Basic first aid		✓
Skills		
Excellent organisational skills	✓	
Basic IT Skills	✓	
Excellent communication skills	✓	
The ability to think and act quickly and effectively	✓	
The ability to maintain calm and collected in difficult circumstances	✓	
General Administration skills	✓	
Work effectively alone or within a group	✓	
Experience		
Experience of working in a school		✓
Experience of working with confidential information	✓	
Experience of working with children ages 11-18		✓
Administration experience	✓	