

## Person Specification

<b><u>Knowledge, skills and experience requirements for the post.</u></b>		
<b><u>Qualifications</u></b>	<b><u>Essential</u></b>	<b><u>Desirable</u></b>
Graduate in relevant subject area		Desirable
Willingness and ability to obtain and/or enhance qualifications and training for development in the post.	Essential	
AS/A2 or GCSE level in relevant subject area	Essential	
<b><u>Experience</u></b>	<b><u>Essential</u></b>	<b><u>Desirable</u></b>
Experience of working in a school environment.		Desirable
Experience and knowledge of issues affecting students and young people and how to offer supportive assistance		Desirable
<b><u>Skills</u></b>	<b><u>Essential</u></b>	<b><u>Desirable</u></b>
Ability to support students with work up to GCSE level	Essential	
Excellent communication and listening skills	Essential	
Ability to respect and maintain confidentiality	Essential	
Working knowledge of standard computer packages (word processing, email and spreadsheets)	Essential	
Good time management and organisational skills	Essential	
Ability to work with students and have a real interest in the issues faced by this age group	Essential	
<b><u>Other</u></b>	<b><u>Essential</u></b>	<b><u>Desirable</u></b>
Excellent attendance and employment records	Essential	
Satisfactory Enhanced Disclosure & Barring Service Clearance	Essential	
Assessed and advised by Occupational Health	Essential	