

Job Specification

<u>Knowledge, skills and experience requirements for the post.</u>		
<u>Qualifications</u>	<u>Essential</u>	<u>Desirable</u>
Level 2 qualifications in English and Maths	✓	
Willingness and ability to obtain and/or enhance qualifications and training for development in the post.	✓	
<u>Experience</u>	<u>Essential</u>	<u>Desirable</u>
Experience of working in a school environment		✓
<u>Skills</u>	<u>Essential</u>	<u>Desirable</u>
Good communication and listening skills	✓	
Ability to respect and maintain confidentiality	✓	
Working knowledge of standard computer packages (word processing, email and spreadsheets)	✓	
Efficient and effective organisational skills	✓	
Ability to relate to students in a pleasant the sympathetic manner and to recognise potential child safeguarding issues	✓	
Understanding of School child safeguarding procedures		✓
<u>Other</u>	<u>Essential</u>	<u>Desirable</u>
Satisfactory Enhanced Criminal Records Disclosure	✓	
Assessed and advised by Health and Well Being	✓	