Job Specification

Knowledge, skills and experience requirements for the post.		
Qualifications	<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.	√	
Experience	<u>Essential</u>	<u>Desirable</u>
Experience of working in a school environment		√
<u>Skills</u>	Essential	<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>	Essential	<u>Desirable</u>
Satisfactory Enhanced Criminal Records Disclosure	✓	
Assessed and advised by Health and Well Being	✓	