

# Job 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>
Level 2 qualifications in English and Maths	✓	
Willingness and ability to obtain and/or enhance qualifications and training for development in the post.	✓	
<b><u>Experience</u></b>	<b><u>Essential</u></b>	<b><u>Desirable</u></b>
Experience of working in a school environment		✓
<b><u>Skills</u></b>	<b><u>Essential</u></b>	<b><u>Desirable</u></b>
Good communication and listening skills	✓	
Ability to respect and maintain confidentiality	✓	
Working knowledge of standard computer packages (word processing, email and spreadsheets) - SIMS knowledge would be beneficial	✓	
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		✓
<b><u>Other</u></b>	<b><u>Essential</u></b>	<b><u>Desirable</u></b>
Satisfactory Enhanced Criminal Records Disclosure	✓	
Assessed and advised by Health and Well Being	✓	