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**PERSON SPECIFICATION**

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|  | ESSENTIAL | DESIRABLE |
| Education / training | * Maths and English GCSE at Grade C or above, or equivalent
 | * Cover Supervisor or Teaching Assistant training
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| Experience | * At least 2 years’ experience of working with students aged 11-16
* Experience of working in a school setting
 | * Previous Cover Supervisor or Teaching Assistant experience
* Previous experience of working in an administration role
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| Specialist knowledge / skills | * Current educational policy and an understanding of the National Curriculum
* Ofsted criteria and what constitutes good and outstanding classroom practice
* Ability to deliver and manage teaching and learning appropriate to students aged 11-16
 | * Knowledge of SIMS school database
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| Personal skills | * Ability to deliver excellent customer service to both adults and children
* Ability to plan and prioritise tasks
* Excellent attention to detail
* Outstanding communication skills
* Professional resilience
* A sensitive and diplomatic approach
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| General | * Excellent understanding of safeguarding guidance
 | * A good understanding of school policies
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