

Person Specification

**POST: Temp Whole School Assistant**

|  |  |  |
| --- | --- | --- |
| **Qualifications** | **Essential** | **Desirable** |
| 5 Level 2 or equivalent (A\*-C GCSE) qualifications including English and Maths | ✓ |  |
| Willingness and ability to obtain and/or enhance qualifications and training and development in the post. | ✓ |  |
|  |  |  |
| **Experience** |  |  |
| At least 2 years’ experience working in an office environment | ✓ |  |
| Experience of working with school information managements systems |  | ✓ |
| Previous experience working in a school environment |  | ✓ |
| **Skills** |  |  |
| Excellent written and verbal communication skills | ✓ |  |
| Excellent listening skills. | ✓ |  |
| Ability to respect and maintain confidentiality. | ✓ |  |
| Excellent working knowledge of standard computer packages (word processing, mail merge, email, databases and spreadsheets. | ✓ |  |
| Excellent time management and organisation skills. | ✓ |  |
| Ability to relate to students in a pleasant and sympathetic manner and to recognise potential child safeguarding issues. | ✓ |  |
| Understanding of academy child safeguarding procedures. |  | ✓ |