**SPONNE SCHOOL**

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**Person Specification**

**Learning Facilitator**

**Essential Skills & Experience**

* Be educated to GCSE level in English and Maths
* Be computer literate and have a positive approach to using ICT
* Willingness to help support the teaching staff
* Be prepared to share knowledge and skills with other staff
* Be positive, open and friendly
* Be calm, capable and confident in an emergency situation
* Possess common sense and can demonstrate initiative
* Excellent organisational and time management skills
* Adaptable and able to cope with changes to routine at short notice

 **Desirable Skills & Experience**

* Be educated to A level or equivalent
* Experience in Word & Excel or equivalent
* Previous experience of working in a school environment
* Holds or prepared to obtain the First Aid at Work Qualification

**Sponne School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.**