

### Person Specification:

The successful applicant will be able to demonstrate the following requirements in their career to date through A - Application; B - Tests, Exercises; C - Interview; D - References.

Category	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>Educated to at least at least full level 2 In English and Mathematics (A/C)</li> </ul>	<ul style="list-style-type: none"> <li>Study at Level 3 (A/C)</li> </ul>
Experience	<ul style="list-style-type: none"> <li>Working in a busy working environment under time pressure (A/C)</li> <li>Evidence of working independently (A/C)</li> <li>Ability to use basic IT systems (A/C)</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working with young people (A)</li> <li>Evidence of resource management (A/C)</li> <li>Problem solving abilities (A/C)</li> </ul>
Knowledge and Understanding	<ul style="list-style-type: none"> <li>Good organisational skills, with sound attention to detail. (A,C)</li> <li>Ability to assimilate information and make appropriate decisions swiftly (A,C)</li> <li>Ability to work on own initiative.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of using SIMS</li> <li>Understanding of how ICT and technology can be used to improve learning and communication (A/ C)</li> </ul>
Personal qualities	<ul style="list-style-type: none"> <li>Honesty, integrity, ability to build trust (A, C, D)</li> <li>Resilience (A, C, D)</li> <li>Energy, enthusiasm and the ability to keep things in perspective (A, C, D)</li> <li>A sense of humour (A, C, D)</li> </ul>	

All successful applicants will be required to complete an enhanced DBS (formerly CRB) check which must be maintained throughout the period of employment.