THE PRIORY SCHOOL

A Voluntary Aided Church of England School

**PUPIL SERVICES ASSISTANT - PERSON SPECIFICATION**

*The Governors will be looking for candidates who closely matches the following*

**Essential**

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| 1.1 | A range of experience in areas of administration, proficiency in IT, including Word and Excel (training available for further development) |
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| 1.2 | Current First Aid qualification (or willing to attend course to obtain First Aid at Work Certificate) |
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| 1.3 | Ability to communicate clearly and effectively both verbally and in writing |
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| 1.4 | Ability to organise work load – ability to sustain pressure over periods of time |
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| 1.5 | Ability to work on own initiative, self-motivated able to use judgement |
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| 1.6 | Honesty and integrity and awareness of absolute confidentiality |
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| 1.7 | Desire to work with young people |
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| 1.8 | A sympathetic but firm approach |
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| 1.9 | Energy, drive and enthusiasm |
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| 1.10 | Ability to remain calm in crisis situations |
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| 1.11 | A good sense of humour |
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| 1.12 | Ability to deal sensitively with people and help to resolve issues |

**Desirable**

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| 2.1 | Experience of working with databases – The school uses SIMS and PARS |
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| 2.2 | Experience of working with young people in an educational setting |
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| 2.3 | Experience as a positive and constructive team member |
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| 2.4 | Numeracy and Literacy skills equivalent to ‘O’ Level/GCSE in English and Mathematics |
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| 2.5 | Ability to relate well to students |
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| 2.6 | Ability to establish effective working relationships with young people, parents and other professionals |
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| 2.7 | Knowledge of race relations and anti-bullying procedures |

**Objectives**

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| 3.1 | To become familiar with computer programmes used in department |
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| 3.2 | To complete First Aid at Work Certificate and remain up to date. |
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| 3.3 | To be able to evolve the job for the effectiveness and efficiency of the Student Services Office and The Priory School |

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