

### Person Specification

	Essential	Desirable	Method of Assessment
<b>Qualifications &amp; Experience</b>			
GCSE Grade C or equivalent in English, Maths and Science	√		A/C
Experience of working in a school or similar establishment		√	A
Communicating and working effectively, confidently and respectfully with pupils and staff whilst maintain confidentiality	√		A/I/R
<b>Skills</b>			
Ability to follow instructions but use common sense and initiative when required	√		A/I/R
Flexible approach to work	√		I
Accuracy and attention to detail	√		A
Good time keeping	√		A/I
Flexibility and availability during the day	√		A/I
Able to relate to staff and students	√		A/I
Ability to work under pressure whilst remaining calm	√		A/I
Discrete and able to maintain the confidentiality of information	√		A/I/R
Ability to work as part of a team or alone if necessary	√		A/I/R
Effective oral/written communication skills			
<b>Behaviour and other related Characteristics</b>			
Diplomacy and discretion and the ability to manage confidential information	√		A/I
Proven ability to work as a team member to achieve goals in effective co-operations	√		A/I
To display responsible and co-operative attitude to working towards achievement of the colleges aims and objectives	√		A/I
Commitment to own personal development and learning	√		I
A commitment to abide by and promote the colleges Equal Opportunities, Health and Safety and Child Protection Policies	√		A/I
The post holder will require an enhanced DBS	√		C

KEY: A=Application, I=Interview, R=Reference, C=Certificate