

**PERSON SPECIFICATION**

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| **Attributes** | **Essential** | **Desirable** | **Identified** |
| Relevant Experience | Administrative and / clerical work experience Experience of working with children | Experience in a school or teaching and learning environment.Experience of Behaviour Management techniques and strategies | A/I/T/R |
| Education and Training | Good general standard of education. | NVQ / Diploma related to childcare, social work, administration or public relationsIT qualifications  | A/I/Q |
| Special Knowledge and Skills | * Communication skills.
* Ability to plan and prioritise own workload.
* Behaviour Management skills
* Public Speaking skills (e.g. presentation in assembly)
* Awareness of Child Protection law and safeguarding Children in Education
* Awareness of the Every Child Matters Agenda
 | Knowledge of school organisation and student administration / pastoral procedures.Awareness of developments within Education  | A/I/T/R |
| Any Additional Factors | * Must be able to respect confidentiality.
* Able to work on own initiative with little supervision at times.
* Must be assertive and proactive.
* Able to be flexible and versatile, adapting to change effectively.
 |  | A/I/R  |

A = Application

I = Interview

Q = Qualification certificates

T = Task

R = References