

**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 relations  IT 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