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| **Person Specification**  (Method of assessment) |

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|  | **Criteria** | **Essential** | **Desirable** |
| 1. | Educated to a good academic level and have a high level of numeracy and literacy. Minimum C grade GCSE in Maths and English.  (Application/Interview/Test) | √ |  |
| 2. | Experience of pastoral work with children, including safeguarding and understanding of current educational issues.  (Application) | √ |  |
| 3. | Possessing relevant qualifications in children’s work or counselling. (Application) |  | √ |
| 4. | Evidence of organisational ability, including planning, coordinating and managing change.  (Application/Interview/Test) | √ |  |
| 5. | Able to demonstrate a degree of initiative, self-motivation and drive. Working to agreed deadlines with minimal supervision.  (Application/Interview/Test) | √ |  |
| 6. | High level of interpersonal, communication and presentational skills.  (Application/Interview/Test) |  | √ |
| 7. | Experience of coordinating staff.  (Application/Interview) |  | √ |
| 8. | Computer literate –  MS Office etc.  (Application) | √ |  |
| 9. | Must have experience of working as part of a team.  (Application/Interview) | √ |  |
| 10. | A calm, decisive, unflustered and warm manner.  (Interview) | √ |  |
| 11. | Strong behaviour management skills.  (Application, interview) | √ |  |
| 12. | Must be willing to work flexibly – according to the needs of the school.  (Application/Interview) | √ |  |