



# St Philomena's

## Catholic High School for Girls

### COVER ASSISTANT ST. PHILOMENA'S CATHOLIC HIGH SCHOOL FOR GIRLS

#### PERSON SPECIFICATION:

The person specification shows the abilities and skills you will need to carry out the duties in the Job Description. Short listing is carried out on the basis of how well you meet the requirements of the person specification. **You should mention any experience you have had which shows how you could meet these requirements when you fill in your application form.** If you are selected for interview you may be asked also to undertake practical tests to cover the skill and abilities shown below:

It would be desirable for all applicants to have the following experience, qualifications and knowledge. However the training will be given to suitable candidates.

<b>Selection Criteria</b>	<b>Essential:</b> These are qualities without which the Applicant could not be appointed	<b>Desirable:</b> These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	Application: A Interview: I Reference: R
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Successful recent experience working with children and young people of relevant age in a learning environment.</li> <li>• Good or high level literacy and numeracy skills.</li> <li>• Good or high level general standard of education.</li> </ul>		A I  A I  A I
<b>Abilities, Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>• Willingness to keep up to date with relevant developments specific to the role and participate in development and training opportunities as required.</li> <li>• Appropriate knowledge of first aid and a willingness to undertake appropriate training.</li> <li>• Working knowledge of ICT to support learning.</li> <li>• Ability to relate well to children, young people and adults.</li> <li>• Ability to work constructively as part of a team, understand classroom roles and</li> </ul>		A I R  A I  A I  A I R  A I R

	<p>responsibilities and your own position within these. Contribute to group thinking, short term and long term planning.</p> <ul style="list-style-type: none"> <li>• Ability to undertake basic clerical duties, eg photocopying, filing and simple record keeping.</li> <li>• Good organisational and time management skills.</li> <li>• Ability to prioritise, work in a methodological manner to tight deadlines, in order to meet the diverse needs of the working day.</li> <li>• Excellent oral and written communication skills with adults, children and young people.</li> <li>• Ability to use own initiative and work independently.</li> <li>• Attention to detail.</li> <li>• Ability to be flexible.</li> <li>• Ability to follow instructions accurately.</li> <li>• Ability to motivate, inspire and have high expectations of students.</li> <li>• Have a creative approach to problem solving.</li> <li>• Ability to adapt quickly and effectively to changing circumstances / situations.</li> <li>• Ability to work calmly under pressure.</li> <li>• Commitment to personal and professional development.</li> <li>• Ability to maintain confidentiality when dealing with sensitive data.</li> <li>• Ability to self evaluate and seek opportunity for improvement.</li> <li>• Ability to comply with policies and procedures relating to child protection, health, safety and security, confidentiality, and data protection.</li> <li>• Ability to demonstrate a willingness to attend appropriate training and development.</li> <li>• Ability to understand and demonstrate commitment to Work within and promote</li> </ul>		<p>A I R</p> <p>A I</p> <p>A I R</p> <p>A I R</p> <p>A I R</p> <p>A I</p> <p>A I R</p> <p>A I</p> <p>A I</p> <p>A I</p> <p>A I</p> <p>A I R</p> <p>A I R</p> <p>A I R</p> <p>A I</p> <p>A I</p>
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	<p>compliance with the Equality Act (2010) through the School's Equality Duty Information and Objectives Document.</p> <ul style="list-style-type: none"> <li>• Ability to comply with policies and procedures relating to child protection, health, safety and security, confidentiality, and data protection.</li> </ul>		A I
<b>Special Requirements</b>	<ul style="list-style-type: none"> <li>• A willingness to support/uphold the Catholic ethos of the school.</li> <li>• Working knowledge of the Data Protection Act.</li> <li>• Flexible approach to working hours to meet the needs of the organisation.</li> <li>• To participate fully in the life of the school</li> <li>• Commitment to the value of single sex secondary education</li> <li>• Outstanding role model.</li> <li>• Commitment to safeguarding and promoting the welfare of children and young people</li> </ul> <p><b>Must satisfy relevant pre-employment checks.</b></p> <ul style="list-style-type: none"> <li>• This post will involve contact with vulnerable groups (children, young people and/or adults) and is therefore exempt from the Rehabilitation of Offenders Act 1974 and subject to an Enhanced Disclosure and Barring Service (DBS) check. This exemption means that applicants for this post are required to declare all criminal convictions, cautions, reprimands and bind-overs both spent and unspent in their application, regardless of the passage of time.</li> </ul>		A I  A I  A I  A I  A I  A I