

Person Specification – Student Support Assistant

Responsible to: Student Support Manager and/or the Head of Student Support

The successful applicant will demonstrate the following experience, skills and characteristics:	Stage of recruitment process at which criteria will be measured:			
	Essential / Desirable	Application Form / Supporting Statement	Interview	Assessment
Experience:				
• Experience of establishing positive relationships with staff, children and parents	D	✓	✓	
• Experience of working in a school or other educational or youth setting	E	✓	✓	
• Experience of working effectively within a team and playing a motivating role	E	✓	✓	
• Behaviour management skills to manage students with poor behaviour	D	✓	✓	
Qualifications / Training:				
• A good basic education to GCSE (or equivalent) in literacy and numeracy	E	✓	✓	✓
• Administration qualification or relevant experience	D	✓		✓
• To hold a level 3 Safeguarding qualification or be willing to undergo appropriate training	E	✓	✓	
• Has a First Aid qualification or willing to undergo training	E	✓	✓	
Knowledge / Skills:				
• You have excellent literacy and communication skills, including proficiency in accurate written and spoken English – the ability to make points clearly and confidently, providing information and advice in accurate spoken English, and able to understand the views of others	E	✓	✓	✓
• You have good numeracy skills (e.g. GCSE Mathematics)	E	✓	✓	✓
• Good ICT Skills including MS Office	D	✓		✓

• The ability to prioritise own time, work under pressure and meet deadlines with a sense of balance and perspective	D	✓	✓	
Personal Characteristics:				
• Willingness to participate in training and development opportunities	E	✓	✓	✓
• Ability to demonstrate a methodical, organised and flexible approach to work	D	✓	✓	
• Able to maintain complete confidentiality and discretion at all times, combined with a calm personality and sound judgment	E	✓	✓	
• You have an awareness of and a commitment to equal opportunities	E	✓	✓	
• You have a commitment to safeguarding and promoting the welfare of children, young people and adults	E	✓	✓	
• You have an awareness and adherence to relevant health and safety regulations and policies	E	✓	✓	
• Able to work as part of a team and independently, as required, recognising and accepting line management	E	✓	✓	
• Able to use initiative	D	✓	✓	
• You are flexible, reliable, well organised, and resilient	D	✓	✓	
• Good time-keeping and time-management skills	E	✓	✓	

Applicants who fail to adequately address relevant criteria in their application form and supporting statement will not be considered.