

Person Specification

	Essential Criteria	Desirable Criteria
Qualifications	<ul style="list-style-type: none"> To hold, or be prepared to undertake First Aid at Work qualification 	
Experience	<ul style="list-style-type: none"> Relevant technical knowledge 	<ul style="list-style-type: none"> At least one year in a similar post
Knowledge	<ul style="list-style-type: none"> A good standard of education, particularly in English and Mathematics A basic knowledge of the work in a school Knowledge of a range of computer applications Knowledge of school policies including Child Protection, Health and Safety and Equal Opportunities 	<ul style="list-style-type: none"> Knowledge of the legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment
Skills and Abilities	<ul style="list-style-type: none"> Ability to communicate with a range of audiences including other employees within the College, Governors, students and parents; Ability to demonstrate developed interpersonal skills and communication skills Ability to organise own workload and demonstrate initiative; Ability to respond proactively to unexpected problems and situation; Ability to develop efficient record keeping systems; Ability to produce accurate and up-to-date records and reports as required; Ability to identify work priorities and manage own workload to meet deadlines, whilst ensuring that lower level priority work is kept up to date; Ability to show sensitivity and objectivity in dealing with confidential issues; Ability to demonstrate active listening skills; Ability to work effectively and supportively as a member of the College team; Ability to work within and apply all College policies, e.g. Behaviour Management, Child Protection, Health & Safety, Equal Opportunities, etc. 	
Personal	<ul style="list-style-type: none"> High quality interpersonal skills Team player Flexible Proactive and able to make decisions Problem solver Reliable, discreet and self-motivating Able to work under pressure and to deadlines Positive 'can do' attitude Ambitious, personally and for the College 	