



## CARTERTON COMMUNITY COLLEGE

### PERSONAL SPECIFICATION: ASSISTANT TO THE HEADTEACHER AND SLT

	Essential	Desirable	Evidence
<b>Qualifications</b>			
Good Numeracy and Literacy Skills	√		AP&CT
5+ GCSEs Grade C and above including English and Maths	√		AP&CT
Enhanced DBS, Clearance for Prohibition Check and Right to Working in the UK	√		DBS/DfE/ Passport
Recent and Relevant CPD		√	AP&CT
<b>Experience</b>			
Ability to use IT effectively	√		AP&IN
Experience of working in a busy office environment in a similar role	√		AP,IN &RF
Experience of working systematically and to a high standard	√		AP&IN
<b>Skills</b>			
Excellent communication and organisational skills	√		AP,IN &RF
Ability to listen	√		AP,IN &RF
Ability to follow instructions	√		AP,IN &RF
Ability to use own initiative	√		AP,IN &RF
Good interpersonal skills and the ability to work collaboratively	√		AP,IN &RF
Attention to detail	√		AP,IN &RF
A sense of humour and perspective	√		AP&IN
Ability to prioritise workload and to meet deadlines	√		AP,IN &RF
Ability to relate well to adults and children	√		AP,IN &RF
Is approachable, polite and empathetic	√		AP,IN &RF
<b>Knowledge and Understanding</b>			
Understanding the educational values of the school	√		AP&IN
Understanding the importance of confidentiality and the ability to work within the bounds of it	√		
Good level of computer competency	√		AP&IN
Ability and willingness to understand Safeguarding and Child Protection. Training will be given.	√		AP&IN

AP = Application Form, IN = Interview, CT = Certificates, OB = Observation, RF = References

**This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All aspects of the person specification will be tested at some part of the recruitment process. Should the applicant be shortlisted any relevant issues arising from references will be taken up at interview.**