

Person Specification

JOB TITLE:	Behaviour Administrator & Support Assistant		
HOURS	37 (Term time plus PD days)		
DIVISION:	Admin	PRINCIPAL:	Dennis Kirwan
DATE:	March 2025	COMPLETED BY:	Assistant Principal

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
KNOWLEDGE	<ul style="list-style-type: none"> • Knowledge of using Microsoft office in particular Outlook, Word, Excel and Teams. • Knowledge/experience of minute taking. • Knowledge and understanding of safeguarding. 	<ul style="list-style-type: none"> • Knowledge of behaviour pathways. • Knowledge relating to SIMS.
SKILLS & ABILITIES	<ul style="list-style-type: none"> • Ability to communicate and work with young people. • Strong interpersonal skills. • Ability to accurately input data in a timely manner and analyse this data when requested. • Ability to understand and implement policies and procedures relating to the behaviour and inclusion provisions. • Ability to work with limited supervision and to use own initiative. • To be able to take and write up minutes. • Ability to produce written documentation e.g. letters, emails on behalf of the team. • Strong organisational and time management skills. • To be able to maintain high levels of confidentiality. • To manage the behaviour of pupils and work effectively with other staff, families and carers to overcome behavioural obstacles to learning. 	
EXPERIENCE	<ul style="list-style-type: none"> • Experience of working in a busy office environment. • Experience of working as part of a team. 	<ul style="list-style-type: none"> • Experience of working within a school setting. • Experience of using Management Information Systems.
QUALIFICATIONS	<ul style="list-style-type: none"> • GCSE Grade C/4 or equivalent in English and Maths • Willingness to participate in CPD for further training 	
PERSONAL CIRCUMSTANCES	<ul style="list-style-type: none"> • Positive and supportive approach. • Motivated and enthusiastic. • Positive attitude. • Ability to work under pressure. • Prepared to work flexibly. 	
EQUALITY	Candidates must demonstrate understanding of, acceptance and commitment to the underlying equal opportunities. (A & I)	

