**Ash Manor School**

**Aspire and Achieve**

**Person Specification**

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| Attributes | Essential | **Desirable** | Evidence |
| Education, Training and Qualifications | * Ability to demonstrate a willingness to attend appropriate training and development | * Level 3 or higher qualifications * Already attended or make a commitment to attend the National Training Programme for Clerks or its equivalent * Evidence of recent and relevant training | Application form and letter |
| Experience and Knowledge |  | * Evidence of relevant personal and professional development; * Evidence of working in an environment where experiences included taking initiative and self-motivation; * Evidence of working as a member of a team. | Application form, letter and reference |
| Skills and Abilities | * Anticipate problems, develop creative solutions * Listen to and reflect on feedback from others * High level of verbal and non-verbal communication skills * Strong level of ICT skills * Excellent presentation skills * Excellent personal presentation * Able to build and maintain positive relationships with individuals * Prioritise, plan and organise self |  | Letter  References  Interview |
| Motivation and Personality | * An interest in educational issues * A commitment to inclusion * Positive attitude * Relentless optimism * Genuine concern for the welfare of others * Initiative and self-motivator |  | Letter  References  Interview |
| Personal | * Calm disposition * Willing to accept the demands and challenges of the post and respond in a flexible manner * Ability to work at times convenient to the Governing Body, including evenings * Ability to travel to meetings * Available to be contacted at mutually agreed times * Committed to safeguarding and promoting the welfare of students and Ash manor School |  | References  Interview |
| Safeguarding | **The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. The post holder will be subject to enhanced Disclosure and Barring Service (DBS) checks prior to commencing employment.** | | |