**The Piggott School**

**Person Specification**

**Advice and Guidance Mentor**

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| **Professional Attributes:** | **Essential** | **Desirable** |
| Excellent communication and interpersonal skills, be positive and approachable | ✓ |  |
| Good literacy, numeracy and computer skills | ✓ |  |
| Ability to work within a team working environment and also able to work independently | ✓ |  |
| Confidentiality at all times | ✓ |  |
| Practical First Aid experience |  |  ✓ |
| Educated to degree level | ✓ |  |
| Experience of working in business environments | ✓ |  |

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| **Personal Attributes:** | **Essential** | **Desirable** |
| Be able to support and promote the values of the school and the mission statement ‘to be a school which inspires and encourages the highest achievement and attainment’ | ✓ |  |
| Have effective organisational and time management skills | ✓ |  |
| Have the ability to prioritise, plan, monitor and evaluate | ✓ |  |
| Have genuine respect for all members of our school community | ✓ |  |
| Have enthusiasm for being involved in the life of a busy school | ✓ |  |
| Be aware of safeguarding children issues and good practice in E-Safety | ✓ |  |
| Calm under pressure, adaptable and energetic | ✓ |  |
| A sense of responsibility | ✓ |  |
| A sense of humour | ✓ |  |
| Flexibility and use of initiative | ✓ |  |