



The school is committed to safeguarding the welfare of children and young people and expects all staff and volunteers to share this commitment.

### PERSON SPECIFICATION: School Staff Instructor

The successful applicant will have the following qualifications/attributes:

#### Key Criteria

##### **General**

IT skills - Word, Outlook, Excel, and school Management Information System (MIS).

Administration skills - able to manage accounts, maintain records, and make transport, training and equipment bookings

Good oral and written communication skills

Excellent time management skills

##### **Personal Competencies**

Flexible with a 'can-do' attitude

Ability to work effectively without direct supervision

Ability to work calmly under pressure

Willingness to train to gain further skills and qualifications suitable for the role

Willingness to be involved in the wider school community and its activities

Flexibility to meet the demands of the role

Ability to work constructively as part of a team

Ability to take ownership of a problem to find a suitable resolution

Knowledge and experience of planning/conducting military exercises

Willingness to continue personal development and to complete training courses as required by the Contingent Commander.

**Qualifications**

Full valid UK driving licence with the MIDAS qualification to drive school minibuses (Category D1). Or, the willingness to undertake training to meet this requirement

Qualified Exercise Conducting Officer (ECO)

Qualified Skill at Arms Instructor (SAAI)

Skill at Arms Range Management Qualifications - (SR, LR)

SA M 07/KGV1 Course qualification in planning and conducting exercises

First Aid qualifications, or willingness to complete appropriate training

**Experience**

Have held or currently hold SNCO rank (or higher) in the Army

A proven record of administration

**PERSON SPECIFICATION: Sixth Form Study Supervisor**

**The successful applicant will have the following qualifications/attributes:**

**Key Criteria**

**Education and Qualifications**

A good level of education, including English and Mathematics GCSE

**Experience**

Developing effective working relationships with children

**Personal Attributes**

Enthusiastic, proactive and positive attitude towards children and the education environment

Ability and willingness to work independently and as part of a team

High level of emotional intelligence

**Interpersonal Skills**

Ability to work effectively with pupils, staff, parents, and members of the community
Flexibility and ability to cope with a range of tasks in a busy and challenging environment
Excellent timekeeping and attendance record

## PERSON SPECIFICATION: Events and Visits Co-ordinator

The successful applicant will have the following qualifications/attributes:

### Skill

#### **General**

Good standard of education to minimum A-Level standard

Excellent IT literacy - Word, Outlook, Excel, and school Management Information System (MIS).

Willingness to undertake training and self-development

First Aid qualification, or willingness to become trained

Full driving licence with no endorsements. Hold a minibus driving qualification, or be willing to be trained.

#### **Experience**

Previously qualified as, or willingness to train and qualify as, an EVC

#### **Personal Competencies**

Ability to work both collaboratively in a team-oriented environment, and to also work independently on own initiative

Ability to work to tight deadlines

Strong attention to detail

Good communication skills - verbal and oral

Good interpersonal skills

Excellent time management skills

Willingness to be involved in the wider school community and its activities