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| **PERSON SPECIFICATION** |
|  |  |  |  |
| **Job Title:** |  | **Job No:** |  |
|  |  |
| **Grade:** |  | **Division:** | CYP&F |
|  |  |
| **No of Post:** |  | **Section:** | Education |

**Method of Assessment (M.O.A.)**

A.F. = Application Form; I = Interview; T = Test or Exercise;

P = Presentation

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| **CRITERIA** | * 1. ESSENTIAL
 | **M.O.A.** |
| **EXPERIENCE**(Relevant work and other experience) | Advanced experience working with SIMs, including the Assessment, Discover and Reporting modules.Experience working within assessment in schoolsUp-to date knowledge of department for education guidelines on the national curriculum and assessment methodology | AF/I |
| **SKILLS AND ABILITIES**(Eg Written communication skills, dealing with the public) | Advanced user of Excel and confident user of common desktop application softwareConfident user of common hardware and operating systemsAbility to deliver quality service whilst under pressureAbility to communicate effectively and confidently both verbally and in writingAbility to deal with confidential information and an understanding of Data Protection legislationAbility to work on own initiative as well as part of a teamEnthusiasm and committed to the aims of the schoolA conscientious and flexible approach to workAbility to identify own training needs and co-operate with the means to address theseBe willing to undertake relevant training as requiredAbility to relate well to children and adultsAbility to work effectively and supportively as a member of the school teamAbility to work within and apply all school policies e.g. behaviour management, child protection, Health and Safety, Equal Opportunities | AF/I |
| **TRAINING** | Willingness to participate in further training and developmental opportunities offered by the school and county, to further knowledge | AF/I |
| **EDUCATION/**QUALIFICATIONS**NB Full regard must be paid to overseas qualifications** | 5 GCSE’s, including Maths and English at Grade C or above or equivalent qualifications | AF/I |
| **OTHER** | Flexible approach in a changing environment.Awareness of the need to personally work safely.Tidy appearance.Committed to improving the provision and the environment for children and staff | AF/I |
| **CONTRA INDICATION** | Unsatisfactory CRB checkEligibility to work in UK | AF/I |

**ALL STAFF ARE EXPECTED TO BE COMMITTED TO THE CITY COUNCIL’S**

**EQUAL OPPORTUNITIES POLICY**

COMPILED BY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Shortlisting/Interviewing Panel): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_