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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 schools  Up-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 software  Confident user of common hardware and operating systems  Ability to deliver quality service whilst under pressure  Ability to communicate effectively and confidently both verbally and in writing  Ability to deal with confidential information and an understanding of Data Protection legislation  Ability to work on own initiative as well as part of a team  Enthusiasm and committed to the aims of the school  A conscientious and flexible approach to work  Ability to identify own training needs and co-operate with the means to address these  Be willing to undertake relevant training as required  Ability to relate well to children and adults  Ability to work effectively and supportively as a member of the school team  Ability 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 check  Eligibility 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_