

PERSON SPECIFICATION

POST TITLE: House Support Assistant

DATE: July 2019



CATEGORY/ITEM	ESSENTIAL	DESIRABLE
Qualifications, Knowledge & Experience <ul style="list-style-type: none"> • Minimum of A' Level qualifications or a minimum of 3 years' experience in a similar role • 5 x GCSE (Eqv. A* - C) including English and Maths • Experience of working with secondary school aged students in a learning centred setting • Basic First Aid Qualification • Training in relevant strategies for supporting safeguarding sand Child Protection • Understanding of relevant policies/code of proactive and awareness of relevant legislation • Understanding of legislation in respect to PREVENT and Managing of Medication in schools 	X X	X X X X X
Skills & Abilities <ul style="list-style-type: none"> • Excellent administrative ability including attention to detail • Excellent organisational skills with the ability to manage own workload and that of others • Competent in the use of ICT including setting up and management of on line documents and spreadsheets • Proven effective administrator • High level of communication skills with the ability to relate to students, parents, members of SLT and external agencies • Proven ability to maintain confidentiality in all aspects of work • Ability to relate well with students, staff and parents • Proven Ability to manage a small team • Proven ability to analyse and present findings from a range of data sources leading to strategic improvement 	X X X X X X X X X	
Personal Qualities <ul style="list-style-type: none"> • Ability to work on own initiative • Team player • Self-motivated with drive and enthusiasm • Flexible and positive attitude to work • Ability to remain calm in pressure situations • Caring Nature with a willingness to nurture and help young people be successful 	X X X X X X	

Specific Requirements <ul style="list-style-type: none"> • Confidentiality and an awareness of data protection legislation • Awareness of safeguarding procedures in schools • Undertaken Child Protection Training and familiar with current frameworks • Experience in dealing with Child Protection issues and referrals, including multi agency working 	X X X	 X
Suitability to work with children <ul style="list-style-type: none"> • Enhanced DBS clearance will be required for this position 	X	