

Person Specification:

The successful applicant will be able to demonstrate the following requirements in their career to date through A – Application; B – Tests, Exercises; C – Interview; D – References.

Category	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Educated to at least at least full level 2 in English and Mathematics (A/C) 	<ul style="list-style-type: none"> Study at Level 3 (A/C)
Experience	<ul style="list-style-type: none"> Working in a busy working environment under time pressure (A/C) Evidence of working independently (A/C) Ability to use basic IT systems (A/C) 	<ul style="list-style-type: none"> Experience of working with young people (A) Evidence of resource management (A/C) Problem solving abilities (A/C)
Knowledge and Understanding	<ul style="list-style-type: none"> Good organisational skills, with sound attention to detail. (A,C) Ability to assimilate information and make appropriate decisions swiftly (A,C) Ability to work on own initiative. 	<ul style="list-style-type: none"> Experience of using SIMS Understanding of how ICT and technology can be used to improve learning and communication (A/ C)
Personal qualities	<ul style="list-style-type: none"> Honesty, integrity, ability to build trust (A, C, D) Resilience (A, C, D) Energy, enthusiasm and the ability to keep things in perspective (A, C, D) A sense of humour (A, C, D) 	