

# Dallam School

## Person Specification

The criteria below will be assessed using a combination of the letter of application, interview process and references. Candidates will be expected to completed a number of technical tasks at interview in order to assess their competence

Criteria	Essential	Desirable
<b>Qualifications &amp; Experience</b>		
Qualification at level 2 or equivalent	√	
Qualification at level 3 or equivalent in HR and Finance		√
Good numeracy and literacy skills	√	
Specific qualifications or experience of working in a secondary school setting		√
Experience of working with Sage 50 accounts and payroll software		√
Experience of working with ICT, in particular Microsoft office applications	√	
<b>Skills and Knowledge</b>		
Able to communicate effectively and clearly with a range of staff, children, young people, their families and carers	√	
Good interpersonal, listening, organisational and communication skills	√	
Knowledge of relevant polices/codes of practice & awareness of relevant legislation		√
<b>Personal Qualities</b>		
Adaptability and flexibility to meet changing work priorities	√	
Personal authority and confidence in working with young people in a non-confrontational way		√
Self-motivated and enthusiastic	√	
A cheerful disposition and sense of humour	√	
An empathy towards young people	√	
Ability to work under pressure, to prioritise workload and maintain a sound working environment	√	
Able to establish good working relationships with colleagues	√	
An empathy with the school's aims and objectives	√	
<b>Other Requirements</b>		
To be committed to the school's policies and ethos	√	
To be committed to Continuing Professional Development	√	
Motivation to work with children and young people	√	
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	√	
To assist in ensuring that Dallam School's equalities policies are considered within the school's working practices	√	
Confidentiality	√	
Current First aid qualification (or willingness to gain certificate on taking up appointment)		√
<b>Safeguarding</b>		
All the requirements of Dallam's safer recruitment procedures	√	