MANOR DRIVE SECONDARY ACADEMY

Person Specification – Admin Team Support Assistant

The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

	ESSENTIAL	**DESIRABLE**
QUALIFICATIONS AND TRAINING	• Grade 5 or above at GCSE (or equivalent qualification in) English and Maths.	• 5 or more GCSEs (or equivalent qualification) at Grade 5 or above. • First Aid Qualification
SKILLS	• Good communication skills – parents, students, external agencies. • Interest in student welfare. • Professional demeanour. • Ability to prioritise. • Ability to speak confidently with parents/ carers. • Liaise with Pastoral Lead and Academy colleagues. • Tact and diplomacy • ICT literate	• Ability to liaise with external agencies. • Previously worked in a school
DISPOSITION	• Team player • Sense of humour • Flexibility • Enjoys a challenge • Perseverance • Understanding • Presence • Resolve • Helpful disposition • Willing to take ownership of the role and make the role your own • Enthusiastic and warm • Anti discriminatory and aware of prejudice • Well organised	• Using initiative • Willingness to seek advice and support