**Person Specification – Education Support Staff**

|  |  |  |
| --- | --- | --- |
| **Requirement** | **Essential or Desirable?** | **How Assessed?** |
| **Qualifications / Education / Training:**   * Any relevant qualifications such as NVQs, GCSEs, A levels, further professional qualifications * Appropriate Professional Development relevant to the position | E/D  D | Letter of application |
| **Experience:**   * Experience of working in a similar role * Ability to demonstrate qualities required by the job specification * Demonstrating a high level of competence in using ICT, where required in the job specification | E/D  E  E | Letter of application and task |
| **Knowledge:**   * Itemised individually in each job specification |  | Letter of application |
| **Skills & Competencies:**   * Communicate effectively, both orally and in writing * Ability to process and interpret information * Ability to cope with periods of pressure and prioritise workload accordingly, meeting all deadlines * Excellent administration and organisation skills * Ability to work flexibly and share workloads, particularly during periods of pressure * Team player * Excellent negotiation skills * Accuracy and reliability * Ability to work well with a wide range of people, including students and on own initiative, taking the lead when necessary * Awareness and acceptance of the school’s equal opportunities policy | E  E  E  E  E  D  E  E  E | Letter of application and interview  Task |
| **Personal Attributes:**   * Self motivated - ability to work on own to achieve successful outcome * Ability to make decisions and use own initiative * Creative, comes up with ideas * Prepared to learn new skills * An understanding and ability to demonstrate the professional standards required when working in a school environment * Positive outlook and a sense of humour * An awareness of the school aims and ethos and a willingness to actively engage in the school community * Accept the need for continuing professional development * Be able to carry out all duties to a very high standard | E  E  E/D  E/D  E  E  D  E  E | Letter of application and interview  Task |
| **Other:**   * Experience of appropriate software including Microsoft Office, SIMS as required by the job specification | E/D | Letter of application and task |