**Person Specification – Education Support Staff**

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| **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/DD | 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/DEE | 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
 | EEEEEDEEE | Letter of application and interviewTask |
| **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
 | EEE/DE/DEEDEE | Letter of application and interviewTask |
| **Other:** * Experience of appropriate software including Microsoft Office, SIMS as required by the job specification
 | E/D | Letter of application and task |