## Person specification

## Woodlands School

Contact details: **jfe@woodlandsschool.essex.sch.uk**

Job title: **ALL ASSOCIATE STAFF POSITIONS – BUT MAY BE ADDED TO**

*The table below outlines the essential and desirable criteria, which will be used to select the candidate(s) for this post. Evidence from Application form (A), Interviews (I) or References (R)*

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Essential** | **Desirable** |
| Qualifications and knowledge | Specific qualifications relating to the role for example good grasp of maths and English – A | Further professional qualifications – A |
| Skills | Excellent reading and writing skills – A, R & I  Ability to complete forms & write letters – A, R & I  Excellent attendance & punctuality – R  Effective & clear communicator – A, R & I  Attention to detail – A, R & I  Ability to consult with colleague and external organisations – A, R & I  Solution focused approach – A, R & I  Ability to interpret data & action plan – I  Understand the role of others working in & with the school – A, R & I  Ability to provide timely & accurate information – A, R & I  Excellent organisational skills – A, R & I  Demonstrate creativity & an ability to resolve routine problems independently – A, R & I  Ability to manage own time effectively & work independently – A, R & I  Understand & implement Child Protection policies & procedures – A, R & I  Demonstrate a commitment to equality – A, R & I  Basic understanding of Health & Safety – A, R & I  Understand policies & procedures relating to confidentiality – A, R & I  Be prepared to develop & learn in the role – A, R & I | Ambition for further promotion – A, R & I  Excellent IT skills & a good knowledge of SIMS – A, R & I  Understanding of the process for monitoring of pupil performance – I  Some understanding of the National Curriculum requirements – A, R & I |
| Experience | Understand the importance of physical and emotional well-being - A, R & I  Ability to establish a rapport, with respectful & trusting professional relationships with all stakeholders – A, R & I  Know who, how and whom to share information – A, R & I | Knowledge of general school policies & procedures – A, R & I  Successful experience of a school in similar context –A, R & I  Basic understanding of the learning experience provided by the school - A, R & I  Basic understanding of the way in which young people develop |
| Other requirements | Pupil focused and aligned with our Woodlands School ethos of Aspiration, Resilience, Opportunity, Excellence – A, R & I  Be passionate about our young people and school and be prepared to consistently go the ‘extra mile’ for our pupils and families who live in very challenging circumstances – A, R & I  Sense of humour – A, R & I |  |